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COMMUNITY DEVELOPMENT FINANCE AUTHORITY

Executive Committee
NHCDFA Office
14 Dixon Avenue, Suite 102
Concord, NH 03301

MINUTES
June 9, 2026
9:15 AM – 10:00 AM

CDFA EXECUTIVE COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Diane Fitzpatrick, Peter Rayno, and Cindy Harrington.

STAFF: Katherine Easterly Martey, *Executive Director*.

Mr. Gaetjens-Oleson opened the meeting at 9:15 AM and announced he had submitted a letter of interest and resume for the position of Senior Director of Operations and Planning. He explained that he would still remain Chiar of the Board during the process but recuse himself from anything remotely connected or pertaining to the position. This would include any budget discussion and vote as well as the evaluation of the Execurtive Director. This plan was developed after discussions with other Board members, Ms. Easterly Martey, and advice from CDFA's attorney.

Mr. Gaetjens-Oleson called for public comment. None was offered.

1. Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda. A change was requested to add Board Governance to the Discussion section before Nonpublic Session. The agenda also needs to be amended to reflect the correct meeting time of 9:15 AM - 10:00 AM instead of 8:30 AM - 9:30 AM. He called for a motion to approve the agenda with the following changes:

- Meeting time - 9:15 AM - 10:00 AM
- 3.1 Board Governance
- 3.2 Nonpublic Session: Executive Director Performance Review

Motion – 9:17 AM

Mr. Rayno moved to approve the meeting agenda with the discussed amendment; Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

2. Action Items

2.1. May 12, 2026 Committee Minutes

Mr. Gaetjens-Oleson called for a motion to approve the Executive Committee minutes from May 12, 2026.

Motion – 9:20 AM

Ms. Fitzpatrick moved to approve the minutes, as amended; Mr. Rayno seconded, and the motion carried with 3 For, 0 Against, and 1 Abstention.

3. Discussion

3.1 Board Governance

Ms. Easterly Martey discussed her conversations with CDFA's legal counsel concerning the potential application from Mr. Gaetjens-Oleson for the Senior Director of Operations and Planning position. The recommendation was that it would be appropriate for Mr.Gaetjens-Oleson to remain in his current Board role but reuse himself from any discussions or votes related to the position. The Executive Committee agreed with this recommendation.

Mr. Gaetjens-Oleson left the meeting at 9:35 AM

Ms. Easterly Martey discussed the role of the Senior Director of Operations and Planning and received guidance on the skills and experience necessary for the position. The role will be hired at the sole disrection of the Executive Director in accordance with CDFA policies and practice. The position will report to the Executive Director and have a coaching role with the Directors. This position was recommended and defined as part of the Organizational Assessment which was presented to the Board a few months ago.

Mr. Gaetjens-Oleson returned to the meeting at 9:45 AM

3.2 Nonpublic Session: Executive Director Performance Review

Mr. Gaetjens-Oleson stated the Executive Committee would enter nonpublic session to complete the annual performance review for the Executive Director, Ms. Easterly Martey. Ms. Easterly Martey left the room. Mr. Gaetjens-Oleson cited the RSA to authorize nonpublic session:

> **RSA 91-A:3, Paragraph II.**
>
> **Section (a): dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted**

Mr. Gaetjens-Oleson requested a motion.

Motion – 9:46 AM

Mr. Rayno moved for the Executive Committee to enter nonpublic session. Ms. Harrington seconded. Mr. Gaetjens-Oleson conducted a roll call vote:

- Ms.Fitzpatrick Yes
- Ms. Harrington Yes
- Mr. Rayno Yes
- Mr. Gaetjens-Oleson Yes

The Board exited nonpublic session – 10:10 AM

Mr. Gaetjens-Oleson requested a motion to seal the minutes from the Executive Committee's nonpublic session of June 9, 2026, for 6 months.

Motion – 10:10 AM

Mr. Rayno moved to seal the Executive Committee's June 9, 2026, nonpublic session minutes for 6 months. Ms. Harrington seconded. Mr. Gaetjens-Oleson called for a roll call vote:

- Ms.Fitzpatrick Yes
- Ms. Harrington Yes
- Mr. Rayno Yes
- Mr. Gaetjens-Oleson Abstained

4. **Adjournment**

Mr. Gaetjens-Oleson called for a motion to adjourn.

Motion – 10:13 AM

Ms. Fitzpatrick moved to adjourn the meeting, and Mr. Rayno seconded. The motion carried by a unanimous vote of the Committee.

Katherine Easterly Martey, Executive Director

Benjamin Gaetjens-Oleson, Chair
CDFA Executive Committee