

**NH Community Development Finance Authority  
Meeting of the Board of Directors****14 Dixon Avenue, Suite 102  
Concord NH 03301****April 8<sup>th</sup>, 2025, 10:00 AM  
MINUTES**

CDFA BOARD OF DIRECTORS PRESENT: Ben Gaetjens-Oleson, *Chair*, Diane Fitzpatrick, *Secretary/Treasurer*; Ross Bartlett; Robert Tourigny; Carmen Lorentz; Cynthia Harrington; Peter Rayno; and Cody Morrison.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Melissa Latham, *Director of Policy & Communications*; Scott Maslansky, *Director of Clean Energy Finance*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Kristin Steidel, *Accountant*; Melanie Steenbeke, *Contract Manager*; Julius Peel, *Community Development Program Administrator*; Kirsten Barton, *Community Innovation Manager*; Kim Pacocha, *Accounting Director*; Nate Olson, *Data Specialist*; and Felicity Winters, *Executive and Marketing Assistant*.

PUBLIC: Betsy McNamara, *Consultant*; Jennifer Goodman, *New Hampshire Preservation Alliance*.

Mr. Gaetjens-Oleson opened the meeting at 10:00 AM. There were no announcements, and no members of the public were in attendance; no public comment was offered. Mr. Gaetjens-Oleson asked the Board and CDFA Staff to introduce themselves to Jennifer Goodman from New Hampshire Preservation Alliance.

**A. Agenda**

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for a motion to approve the agenda, as presented.

**Motion – 10:02 AM**

Ms. Lorentz moved to approve the meeting agenda, as presented. Ms. Harrington seconded, and the motion was carried by a unanimous vote of the Board.

**B. Consent Agenda**

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the following items:

- March 11<sup>th</sup>, 2025 Board Minutes;
- March 11<sup>th</sup>, 2025 Finance Committee Minutes;
- March 6<sup>th</sup>, 2025 Community Development Advisory Committee Minutes

**Motion – 10:03 AM**

Ms. Fitzpatrick moved to approve the consent agenda, as presented. Mr. Morrison seconded, and the motion was carried by a unanimous vote of the Board.

**C. NH Preservation Alliance Presentation - 10:04 AM****Historic Preservation and NH Preservation Alliance**

Ms. Goodman, the Executive Director from New Hampshire Preservation Alliance, gave an overview of the organization. The New Hampshire Preservation Alliance began in 1985 as Inherit New Hampshire (INH). It was born as a response to concerns about rapid growth that was eroding the character of traditional New Hampshire communities and landscapes. A task force of business and civic leaders envisioned an active, statewide organization to advance preservation policy and address the needs of local communities and individuals.

The organization's impact has continued to grow as a result of programs and services tailored to meet changing constituent needs. The New Hampshire Preservation Alliance has been part of successful preservation efforts across the state, helping to save and revive individual buildings, improve downtown vitality and protect community character. Their work has intersected with CDFA's efforts throughout the years, including revitalization efforts in Lancaster.

Ms. Goodman shared a brief update related to CDFA and Alliance's efforts to advance legislation that would provide additional resources to address housing needs.

### **Workforce Development Pilot**

Ms. Goodman shared that in 2023, CDFA invested in the New Hampshire Preservation Alliance's Old Building Trades Workforce Program through the Capacity Building Program. The Preservation Alliance was awarded \$90,000 in capacity building tax credits to carry out a four-part initiative to scale and evaluate strategies for addressing workforce shortages in the building trades. The project is focused on increasing public awareness and training opportunities for specialized jobs essential to the preservation of the historic built environment, as well as the construction sector at large. Key activities include connecting preservation trades professionals with CTE programs and creating a successful summer internship program that connects those interested in the preservation trades with mentors.

The Board asked how mentors are identified. Ms. Goodman stated that the mentors are usually existing relationships through NHPA and new people who are interested. The Board asked how the group sources interns and whether there are connections to local high schools. Ms. Goodman shared that they are connected to local high schools, CTE programs and that the organization works with Extended Learning Opportunity representatives and home schoolers. The Board asked if there was a crossover with energy trades. Ms. Goodman stated there was crossover, and NHPA assists mostly with early-stage assistance.

With no further questions, the Committee moved on to the next agenda item.

### **D. Data and Trends: Summary and Next Steps – 10:40 AM**

Ms. Easterly Martey shared a reviewed summary of the continued conversation about Data and Trends started at the February Board of Directors meeting. The Board will be asked for feedback on themes and recommendations. A finalized report will come in the form of updated strategic plan data narratives in June to the Board.

Ms. Easterly Martey reviewed the theme of Strengthening Workforce and Economic Stability. The Board discussed how businesses can support disabled and semi-retired workers, as well as the theme of organizations transitioning from volunteer-led to staffing models. The Board expressed the need to keep those with extensive experience and skills connected to the workforce. CDFA and Board members shared their experiences with supporting staff at different stages of their professional development.

Ms. Easterly Martey reviewed the theme of Investing in Housing and Infrastructure for Growth. Ms. Easterly Martey shared highlights of data, and the rising costs in rural communities. Ms. Easterly Martey stated that one of the key recommendations was creating more connections between childcare and housing. The Board discussed the challenges of supporting on-site childcare in housing developments, as well as communities that are closing schools due to lack of enrollment. CDFA and the Board will continue to explore how work within the housing and childcare sectors may help address current challenges.

Ms. Easterly Martey reviewed the theme of Enhancing Data-Driven Decision-Making. Ms. Easterly Martey shared that CDFA continues to prioritize outreach to communities with more challenging socio-economic demographics. The Board discussed the need to utilize data alongside public input and information from partners, applicants and others to help contextualize and priorities needs.

Ms. Easterly Martey reviewed the theme of Responding to Funding Constraints and Public Investment Gaps, stating that technical assistance has been very important in addressing these challenges, especially for smaller communities. The Board discussed challenges associated with the evolving federal landscape and breaking down barriers to addressing housing needs in New Hampshire communities.

Ms. Easterly Martey stated that CDFA would take the feedback from today's meeting and provide updates and a final version in June.

With no further questions, the Committee moved on to the next agenda item.

#### **E. CDBG Housing and Public Facilities Round – 11:20 AM**

Mr. Gaetjens-Oleson stated CDFA's Community Development Advisory Committee met on April 3<sup>rd</sup> to review and consider a total of nine (9) applications submitted for funding. There was one (1) economic development application, five (5) housing applications and three (3) public facilities applications. He noted there was insufficient funding available to fund all applications and only seven applications were recommended for funding. He summarized the application round for the Board.

Ms. Lorentz stated she would recuse herself from the economic development round as Lakes Region Community Developers is developing the project. Mr. Morrison stated they would recuse themselves from the housing round as he serves on the Board of Directors for Keene Housing, which owns Monadnock Affordable Housing Corporation. Mr. Tourigny recused himself from the public facilities round as Neighborworks of Southern NH supported Farmsteads of New England as a development consultant to assist with program administration and compliance.

##### *Economic Development*

- The Town of Belmont is requesting \$210,000 to be subgranted to the Boys & Girls Clubs of Central and Northern New Hampshire to install a playground at the Boys & Girls Club's childcare center at the Gale School, which is being renovated by Lakes Region Community Developers. The childcare center will create six full time jobs (four will be LMI) to staff the new childcare center which will create 35 new childcare slots in the Lakes Region. The new full-time jobs include benefits and training, and staff will be recruited from surrounding communities. The addition of the playground allows the childcare center to meet minimum licensing requirements, enhances the childcare space and adds to the building renovation and community vibrancy.

Mr. Gaetjens-Oleson called for questions or comments. None were offered. He called for a motion.

##### **Motion – 11:22 AM**

Mr. Rayno moved to approve the Economic Development application, as reviewed and recommended. Mr. Morrison seconded, and the motion passed with seven (7) yeas. There was one recusal from Ms. Lorentz.

##### *Housing And Public Facilities Applications*

The Committee considered eight (8) applications as part of the Community Development Block Grant Housing and Public Facilities Funding Round. Three (3) of the five (5) housing applications reviewed are recommended for funding by the Committee. The two (2) applications not recommended for funding is due to insufficient funds available. All three public facilities applications are recommended for funding by the Committee.

##### **Recommended**

- The County of Coös is requesting \$500,000 to be subgranted to Affordable Housing, Education and Development (AHEAD) to replace six aging boilers and associated infrastructure at the Monadnock

Village Apartments, a 50 unit, eight building affordable housing complex. Additional work will include rebuilding/resurfacing all paved areas on the property for improved safety, plus some energy saving improvements. All fifty units (100%) are occupied by persons of low-and-moderate income; this project will ensure that the units will remain affordable and continue to benefit low-and moderate-income households.

- The City of Keene is requesting \$750,000 to be subgranted to Monadnock Affordable Housing Corporation (MAHC) to construct 30 units of permanently affordable service enriched housing on Washington Street in Keene. All 30 units (100%) will house low- to moderate- income individuals. The Roosevelt West Housing Project is the second phase of a project which will result in a total of 60 new units of permanently affordable housing including twenty-two (22) one-bedroom apartments and eight (8) two-bedroom apartments. One hundred percent (100%) of the future residents will be lower moderate-income and will receive housing subsidies which will reduce their housing costs to about 30% of their monthly income. This will make it possible for very low-income households (those with less than 30% of area median income) to rent the apartments affordably.
- The City of Claremont is requesting \$459,300 to be subgranted to the Claremont Housing Authority (CHA) to repair and replace the necessary parts for two elevators in the Marion Phillips Apartments (MPA). Ninety-six (96) units which house ninety-nine (99) individuals will be impacted by this project. All units (100%) are occupied by low-to moderate-income individuals.

#### *Not Recommended – Insufficient Funds*

- The Town of Epping is requesting \$750,000 to be subgranted to One Sky Community Services (One Sky) to construct a single-family home consisting of four (4) separate apartments. All four units will be specifically designed for low-income individuals with significant medical needs who are not ambulatory and who utilize oversized wheelchairs and other adaptive equipment. Individuals living at this location will be provided with supportive services and transportation. All four (4) beneficiaries (100%) will be of low-and-moderate income. This project will ensure that the units will remain affordable and continue benefit low-and moderate-income households. This is Phase 3 of a multiple phase development.
- The County of Rockingham is requesting \$750,000 to be subgranted to One Sky Community Services (One Sky) to acquire a property whose single-family house will be renovated into four (4) units of Supportive Housing for individuals diagnosed with Intellectual/Developmental Disability or Acquired Brain Disorders. All four of the total four beneficiaries (100%) will be of low-and-moderate income. This project will ensure that the units will remain affordable and continue to benefit low-and moderate-income individuals.

The Board asked how the Epping application had financed the other phases, and Ms. Kaylor stated that the project did have some Tax Credit funding through Farmsteads of New England and other sources.

Mr. Gaetjens-Oleson called for questions or comments. None were offered. He called for a motion.

#### **Motion – 11:26 AM**

Ms. Lorentz moved to approve the housing applications, as reviewed and recommended. Ms. Harrington seconded, and the motion passed with seven (7) yeas. There was one recusal from Mr. Morrison.

#### *Public Facilities*

- The County of Coös is requesting \$300,000 to make improvements to the primary elevator at the Coös County Nursing Hospital located in West Stewartstown, NH. The improvements are necessary to make the elevator code compliant regarding safety and ADA accessibility, while removing it from the “not serviceable” list of the elevator service company. The upgrades will enable the 34-year-old elevator to continue to provide critical transport functions between multiple floors of the facility, which currently houses 52 primarily low-and-moderate income residents. Forty beneficiaries out of the 52 total (76%) are low-and-moderate income residents.

- The City of Franklin is requesting \$500,000 to be subgranted to the Franklin Opera House Inc. (FOH) to support renovations to the FOH portion of the Soldiers Memorial Hall. The building, which was completed in 1893, also houses Franklin City Hall and is in the heart of downtown Franklin. FOH serves the whole population of the City of Franklin, of which 4,741 of 8,780 individuals (54%) are low to-moderate income individuals.
- The City of Lebanon is requesting \$500,000 to be subgranted to Families Flourish Northeast (FFNE) to support the construction of a new 12-bed, in-patient residential treatment facility for pregnant and parenting women with severe substance use disorder. The program will support women as they move from initial stabilization through treatment, recovery maintenance, and finally re-entry into the community setting. All twelve (12) of the women (100%) served at the new facility will low- to moderate-income.

Mr. Gaetjens-Oleson called for questions or comments. None were offered. He called for a motion.

#### **Motion – 11:31 AM**

Ms. Fitzpatrick moved to approve the public facilities applications, as reviewed and recommended. Mr. Morrison seconded, and the motion passed with seven (7) yeas. There was one recusal from Mr. Tourigny.

#### **F. CDBG Action Plan Conditional Approval Program Year 2025 – 11:32 AM**

Ms. Kaylor shared that CDFA is near the end of FY24 CDBG Action Plan. The link to the FY25 draft Action Plan was on the agenda. This Action Plan would be the fifth action plan within the five-year Consolidated Plan.

Ms. Kaylor noted there are no significant changes within the Action Plan. CDFA is awaiting an allocation letter from the Department of Housing and Urban Development. Once received, we will be able to finalize the Action Plan to submit. She also discussed how liquidated and unused funds would be accounted for within the Action Plan.

Today, CDFA is requesting conditional approval of the Action Plan to meet the deadline for submission to the Governor and subsequent submission to the Department of Housing and Urban Development by May 15, pending the receipt of the allocation letter. CDFA has 30-60 days after receiving the allocation letter to submit its Action Plan.

With no further questions, Mr. Gaetjens-Oleson requested a motion.

#### **Motion – 11:40 AM**

Ms. Harrington moved to give conditional approval to the CDBG Action Plan, as presented. Mr. Morrison seconded, and the motion carried by a unanimous vote of the Board.

#### **G. Tax Credit Application Themes and Guidance – 11:41 AM**

Ms. Easterly Martey shared the summary of the themes coming up within the current Tax Credit round. There was discussion regarding the challenges for projects relying on uncommitted capital particularly federal resources and their impact on project budgets.

With no further questions, Mr. Gaetjens-Oleson requested a motion.

#### **Motion – 11:45 AM**

Mr. Rayno moved to approve the themes for the Tax Credit Round, as presented. Ms. Harrington seconded, and the motion carried by a unanimous vote of the Board.

#### **H. Sector Presentations for SFY25 – 11:45 AM**

Ms. Easterly Martey stated that after last month's Board discussion on sector groups, CDFA recommends that the Board organize themselves as Urban, Semi-Urban, and Rural sectors and report out that way. This is suggested because the next meeting will be at the Boys and Girls Club of Greater Manchester and will lead a good conversation of Urban sectors.

- **Semi Urban/ Suburban**
  - Peter Rayno
  - Robert Tourigny
  - Diane Fitzpatrick
- **Mid-rural**
  - Ross Bartlett
  - Cindy Harrington
  - Carmen Lorentz
- **Rural**
  - Ben Gaetjens-Oleson
  - Cody Morrison

With no further questions, Mr. Gaetjens-Oleson motioned to approve the Sector Presentation recommendations.

#### **Motion – 11:47 AM**

Ms. Lorentz moved to approve the Sector Presentation recommendations, as presented. Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Board.

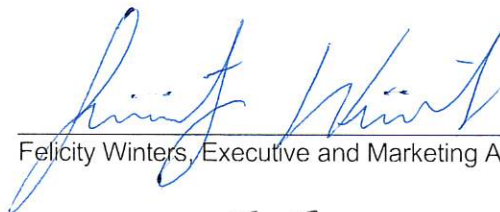
#### **I. Executive Director Update – 11:47 AM**

Ms. Easterly Martey stated there would be lunch and a tour of the former First Congregational Church that was converted into housing, following this meeting. The next Board of Directors meeting will be on May 13<sup>th</sup> at the Boys and Girls Club of Greater Manchester. Ms. Easterly Martey stated she had provided the Executive Directors Report and asked the Board if there were any questions. The report reviewed updates on Tax Credit, CDBG Programs, CCIP, upcoming grand openings and ribbon cutting events, Childcare, Housing, and CDFA Financials. The Board had no further questions.

#### **J. Adjourn – 11:50 PM**

There being no further business before the Board of Directors, Mr. Rayno moved to adjourn the meeting. Mr. Tourigny seconded, and the motion carried by a unanimous vote of the Board of Directors.

Respectfully submitted,



Felicity Winters, Executive and Marketing Assistant



Benjamin Gaetjens-Oleson, Board Chair