

## **Community Development Advisory Committee Meeting Minutes**

**Harriet Dame Auditorium  
14 Canterbury Road  
Concord, NH 03301**

Thursday, April 3<sup>rd</sup>, 2025  
1:30 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Elizabeth Fox; Matthew Sullivan; Matthew Walsh; Joseph Doiron; and Anne Duncan Cooley.

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Melissa Latham, *Director of Communications and Policy*; Chris Monroe, *Senior Project Manager*; Melanie Steenbeke, *Contract Manager*; Kristin Steidel, *Accountant*; Julius Peel, *Community Development Program Administrator*; and Felicity Winters, *Executive and Marketing Assistant*.

CONSULTANTS: George Hunton, Glenn Coppelman.

PUBLIC: Donna Lane, *Consultant*; Michelle Aiken, *Claremont Housing Authority*; Melissa Blood, *AHEAD*; Dan Darling, *Franklin Opera House*; Courtney Tanner, *Families Flourish Northeast*; Carolyn Sweet, *MAHC*; Chris Emond, *Boys & Girls Club of Central NH*; Niel Cannon, *Franklin Opera House*.

Mr. Gaetjens-Oleson opened the meeting at 1:33 PM. He noted members that have not already done so may sign-in so the minutes will reflect their attendance. Members of the Committee and CDFA staff introduced themselves to those present.

### **A. Agenda**

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. None were requested. Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 1:35 PM**

Ms. Fox moved to approve the agenda, as presented. Mr. Walsh seconded, and the motion carried with a unanimous vote of the Committee.

### **B. Consent Agenda**

Mr. Gaetjens-Oleson requested if any members of the public would like to offer public comment, none was offered. He reviewed the Consent Agenda, which included the March 6, 2025 Community Development Advisory Committee minutes, and called for any questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 1:36 PM**

Mr. Doiron moved to approve the consent agenda. Ms. Fox seconded. The motion carried with a vote of four yeas from the Committee and two abstentions by Mr. Walsh and Ms. Duncan Cooley as they were not present for the March meeting.

### **C. CDBG Available Funding**

Ms. Kaylor provided an overview of the available funding for Program Year 2024, which ends June 30, 2025, and funding that will be available for Program Year 2025, starting July 1, 2025. CDFA staff recommend using the remaining available funding for CDBG Program Year 2024 allocated to the Housing and Public Facilities Program for the applications presented today. Funding is available as well for the Economic Development application that is also being brought for consideration today, as well as the Microenterprise Program applications which will be considered by the Committee in May. Allocations for planning grants and emergency funds also remain available until the end of the program year.

CDFA staff continue to work to calculate the amount of liquidated and unobligated funds that remain from previous CDBG program years and are accessing technical assistance to ensure the use of those older funds is compliant with HUD requirements. Ms. Kaylor recommended that these funds be added to the Program Year 2025 allocation and made available to projects within those funding rounds. This will be documented in the Program Year 2025 Action Plan.

The Committee agreed with the approach.

Mr. Gaetjens-Oleson asked all Committee members to disclose conflicts with any of the applications to be reviewed.

Ms. Fox, an employee of the City of Keene, noted she would recuse from review and action in the Housing round as the City of Keene is applying for funding on behalf of Keene Housing for the Roosevelt West Housing project. No other conflicts were stated.

Mr. Gaetjens-Oleson called for any further questions or comments. None were offered.

### **D. CDBG Economic Development**

#### **Town of Belmont – Boys & Girls Club at the Gale School Playground Equipment Project – \$210,000 – 1:45 PM**

Ms. Donovan reviewed the application for the Committee. 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 child care center at the Gale School, which is being renovated by Lakes Region Community Developers.

She stated the project will create six full time jobs (four will be for low-to-moderate income individuals) to staff the new child care 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 child care center to meet minimum licensing requirements, enhances the childcare space and adds to the building renovation and community vibrancy.

Ms. Donovan noted there are sufficient funds in the round to fund this application; she presented the application summary to the Committee:

- This project scored above the 250 required minimum and is eligible for funding consideration by the Community Development Advisory Committee.
- The project meets the CDBG National Objective as it will create a total of six jobs with competitive wages, benefits and training with four of the jobs held by low- and moderate-income individuals.
- The jobs will be available to those in Belmont and surrounding communities.
- The project will enhance economic development by addressing the significant shortage of childcare center slots in the region.
- The project adds to the building renovation and community revitalization.

Ms. Donovan noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee asked if these applications are usually funded in the form of a loan and if this award will be in the form of a grant. Ms. Donovan stated that this award would be a grant and there will be a performance security placed on the property to ensure compliance with serving low-and-moderate income individuals for a specific time period.

Ms. Easterly Martey added state licensing for child care facilities requires outdoor space that meets certain specifications. CDBG funds to build this outdoor space are a necessary component of this project successfully meeting these state licensing requirements to open the child care facility, creating jobs and meeting local demand for access to child care.

Additional discussion on the use of Economic Development resources to support nonprofits in the form of grants, whereas the use of these funds by subrecipients that are for-profit are leveraged as loans.

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

#### **Motion – 1:54 PM**

Mr. Sullivan moved to approve the application from the Town of Belmont on behalf of Boys & Girls Clubs of Central and Northern New Hampshire with all staff recommended contingencies, as presented. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

### **E. CDBG Housing and Public Facilities Funding Round**

#### *Housing Applications*

#### **Ms. Fox recused herself from the meeting at 1:54 PM**

#### **Coös County – \$500,000 – AHEAD Monadnock Village Improvements – 1:55 PM**

Mr. Coppelman noted Julius Peel provided support on all site visits and assisted with application review. He also stated that Melissa Blood, the asset manager of the property from AHEAD, was present, and both could be helpful with questions.

Mr. Coppelman reviewed the application for the Committee, he stated 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.

Mr. Coppelman noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 144 points;
- The project will ensure that 50 units of affordable housing are upgraded for safety and energy efficiency;
- The project preserves and promotes an existing neighborhood near downtown Colebrook; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The project will involve replacing the old system of six oil/kerosene boilers (contained in three separate boiler rooms that service the entire complex) with new, more efficient, propane units. The work will also include removing three underground oil storage tanks, converting exterior lighting to LED, and rebuilding/resurfacing all the paved areas in the complex. Additionally, funding from the NH Saves Program will be used for energy efficiency upgrades to individual units including air sealing, insulation in attics and basements, vapor barriers, installing aerators to faucets in bathrooms and kitchens, upgraded lighting, exhaust fans, thermostats, and new Energy Star refrigerators.

Mr. Coppelman noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations

Ms. Easterly Martey noted it had been some time since the Committee had considered an application from the County of Coös. Mr. Coppelman confirmed it had been quite some time since their last application.

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

#### **Motion – 2:02 PM**

Mr. Doiron moved to approve the application from County of Coös on behalf of AHEAD for the Monadnock Village Improvements with all staff recommended contingencies, as presented. Mr. Walsh seconded, and the motion passed with five (5) yea votes of the Committee and one recusal from Ms. Fox.

#### **City of Keene – \$750,000 – MAHC Roosevelt West Housing Project – 2:03 PM**

Mr. Hunton reviewed the application for the Committee. 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.

Mr. Hunton noted 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. The first phase called Roosevelt East is a conversion of an existing school building into 30 units of affordable housing.

Roosevelt West is on the same lot but will be a new separate unattached building. Roosevelt West will include twenty-two (22) one-bedroom apartments and eight (8) two-bedroom apartments. One hundred percent (100%) of the future residents will be low or 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.

Mr. Hunton noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 140 points;
- The project will add 30 new units of desperately needed new service enriched affordable rental housing in the Monadnock Area;
- The project promotes an existing neighborhood within walking distance of downtown Keene; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The Committee discussed the status of the first phase of the project, which Mr. Hunton confirmed is currently under construction. It was also noted the request included a developers fee. Ms. Easterly Martey clarified that this is typical to ensure a project moves forward and within the parameters outlined by the Department of Housing and Urban Development for eligible use of funds.

Mr. Hunton noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations

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

#### **Motion – 2:09 PM**

Mr. Walsh moved to approve the application from the City of Keene on behalf of Monadnock Affordable Housing Corporation (MAHC) for the MAHC Roosevelt West Housing Project with all staff recommended contingencies, as presented. Ms. Duncan Cooley seconded, and the motion passed with five (5) yeas and one abstention from Ms. Fox.

#### **City of Claremont – \$459,300 – Marion Phillips Apartments Elevator Improvements – 2:10 PM**

Mr. Hunton reviewed the application for the Committee. 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.

Mr. Hunton stated the facility has two on-site elevators that were built in 1975 and need upgrades to be code compliant with ASME A17.1-2022, adopted by the State of New Hampshire in 2024. The elevator floor is not leveling with the building floor, creating a safety hazard for residents who may trip and fall when entering or exiting the elevator. Code compliant elevators are essential for this four-story apartment building, as all residents are either senior citizens and/or disabled.

Improvements will include ADA accessible features that the elevators currently do not have including Braille lettering, an ADA compliant autodial phone and a two-way visual communication system with text screen and camera. The project will make the elevators more energy efficient with a new microprocessor and LED lights. New hydraulic power units will be installed, and electrical wiring will be upgraded and replaced.

Mr. Hunton noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 130 points;
- The project will ensure that elevators are safe and code compliant for 96 units of affordable housing serving mainly elderly and handicapped residents;
- The project promotes an existing neighborhood in downtown Claremont; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The Committee discussed the compliance terms of the project to provide long-term benefit to the residents. Mr. Hunton noted due to the population served within the facility it meets the long-term benefit requirements.

Mr. Hunton noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;

- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations

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

#### **Motion – 2:13 PM**

Mr. Walsh moved to approve the application from the City of Claremont on behalf of the Claremont Housing Authority for the Marion Phillips Apartments Elevator Improvements with all staff recommended contingencies, as presented. Mr. Doiron seconded, and the motion passed with five (5) yeas of the Committee and one recusal from Ms. Fox.

#### **Epping – \$750,000 – One Sky Redberry Farm Supportive Housing – 2:14 PM**

Mr. Coppelman reviewed the application for the Committee. 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.

This housing is unique and more costly due to the building materials required for this extremely heavy yet necessary medical equipment. For the Supportive Housing component, One Sky is the single board member of Farmsteads of New England (FNE). FNE is One Sky's service delivery agency. FNE provides the specialized services and support staff required by the residents served by this project.

Although not required for the CDBG funds, Mr. Coppelman noted that, due to the specialized supportive services needed by residents of these units, approximately 20 new full-time and two part-time jobs will be created by this project.

Mr. Coppelman noted this project is not recommended due to insufficient funds in the round; he presented the application summary to the Committee:

- The project scored 96 points;
- The project will ensure that 4 units of safe and healthy affordable housing units are created for low-income individuals with significant medical needs;
- The project promotes an existing neighborhood (Redberry Farm) that will ultimately provide 32 one-bedroom apartments with Supportive Services; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The Committee discussed the State's capacity to invest in these types of projects to save on the long-term cost-of-care for individuals that would be served in these housing units, as well as the long-term costs to run these facilities within New Hampshire.

The use of a minimum score was also discussed. Currently, there is no minimum score for an application to be presented to the Committee within Housing and Public Facilities program. Ms. Easterly Martey noted that CDFA is considering that update to this draft of the Action Plan.

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

#### **Motion – 2:27 PM**

Mr. Doiron moved to approve the staff recommendation, as presented. Mr. Sullivan seconded, and the motion passed with five (5) yea votes of the Committee and one recusal from Ms. Fox.

#### **Rockingham County – \$750,000 – One Sky Cottage Way Kensington Supportive Housing – 2:28 PM**

Mr. Coppelman reviewed the application for the Committee. 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.

Mr. Coppelman stated the project involves the acquisition of property containing a single-family home and multiple barn/support buildings formerly used as an equine therapy center. The home will be repurposed into a facility to house four individuals diagnosed with Intellectual/Developmental Disability or Acquired Brain Disorders and provide appropriate supportive services for them. One hundred percent (100%) of the individuals served qualify as low-to-moderate income. Although not required as part of CDBG funding, the project will create approximately 12 new full-time and four part-time jobs as a result of the supportive services needed by the residents.

Mr. Coppelman noted the application is not recommended due to insufficient funds in the round; he presented the application summary to the Committee:

- The project scored 82 points;
- The project will ensure that four units of safe and healthy affordable housing are created for individuals diagnosed with Intellectual/Developmental Disability or Acquired Brain Disorders, and provides necessary supportive services for them;
- The project preserves and repurposes a traditional farm property near the village of Kensington, NH; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons

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

#### **Motion – 2:32 PM**



Mr. Walsh moved to approve the staff recommendation, as presented. Mr. Sullivan seconded, and the motion passed with five (5) yeas and one abstention from Ms. Fox.

**Ms. Fox returned to the meeting at 2:32 PM.**

#### *Public Facilities*

#### **Coös County – \$300,000 – Nursing Hospital Elevator Improvements – 2:33 PM**

Mr. Coppelman reviewed the application for the Committee. 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.

Mr. Coppelman stated this project will involve the repairing and replacement of parts of an outdated elevator to ensure ADA compliance. Specific components of the repair/upgrade will include, electrical and communication wiring, HVAC shaft ventilation, fire alarm (including smoke detectors) upgrades and shaft ventilation connection, sprinkler upgrade in hoist way and mechanical room, and framing/patching/painting as needed.

Mr. Coppelman noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 128 points;
- The project will ensure a safe, code-compliant elevator at the Coös County Nursing Hospital in support of its staff and mostly elderly residents;
- The project helps to preserve a historic County owned building (1932) in rural West Stewartstown; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Coppelman noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project’s score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee asked whether the letter of deficiency was from the State Inspector or the maintenance contractor. Mr. Coppelman noted the letter was from the contractor. Further discussion included the high cost of the Environmental Review. It was noted that there are a number of factors

that can impact the cost of the Environmental Review, including the potential for a larger scale of related activities depending on the size and scope of the project. These costs are considered “up to” amounts within the applications, resulting in any unused funds for the Environmental Review can be directed to other eligible activities. CDFA is working to ensure Environmental Review is not cost prohibitive, especially for smaller projects

The Committee also noted the project had no matching funds but scored the strongest within this group of applications. Mr. Coppelman noted the application serving the County of Coos was a significant factor in the score due to the socioeconomic demographics of the region.

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

#### **Motion – 2:44 PM**

Ms. Duncan Cooley moved to approve the application from the County of Coos on behalf of the Nursing Hospital for the Elevator Improvements with all staff recommended contingencies, as presented. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

#### **City of Franklin – \$499,625 – Franklin Opera House Renovations – 2:45 PM**

Mr. Hunton introduced Dan Darling and Neil Cannon who are involved in the Franklin Opera House project, and he then reviewed the application for the Committee. 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.

Mr. Hunton stated the nonprofit Franklin Opera House is the home for community-based performing groups, including Franklin Footlight Theatre, the FHS Players, FMS Players, Districtwide Musical, and Franklin Area Children's Theatre. The primary beneficiaries of the project will be school children, a majority of whom are from low- and moderate-income households. Currently, there are 934 students enrolled in Franklin schools. In 2023, 450 (48%) students participated in arts and culture programs offered by the FOH and City of Franklin.

Mr. Hunton noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 123 points;
- The project will renovate a currently unusable community space within the Soldiers Memorial Hall;
- FHO is the only theatre space in Franklin available to be utilized by the youth of the City;
- The project promotes an existing neighborhood in Downtown Franklin and would complement ongoing revitalization efforts there; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Hunton noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to receive all necessary local planning and zoning approvals;
- A final budget with an updated scope is provided;
- The project is able to secure additional matching funding if needed;
- A revised lease agreement to extend the lease period between the City and FOH to 5 years or 26 longer, which will include details of the plan for FOH's payment to the City toward their cost of repaying the bond debt;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

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

#### **Motion – 2:51 PM**

Mr. Doiron moved to approve the application from City of Franklin on behalf of the Franklin Opera House for the Renovations, with all staff recommended contingencies, as presented. Mr. Fox seconded, and the motion carried with a unanimous vote of the Committee.

#### **City of Lebanon – \$500,000 – Families Flourish Northeast- Residential Treatment Center for Pregnant and Parenting Women – 2:52 PM**

Ms. Kaylor introduced Courtney Tanner who is the Board Chair of Families Flourish Northeast and she then reviewed the application for the Committee. 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.

Ms. Kaylor stated FFNE's residential treatment facility will comply with New Hampshire health facility licensing requirements and will be Commission on Accreditation of Rehabilitation Facilities (CARF) accredited. The design will be trauma informed to ensure FFNE can provide a safe and supportive environment for women and their children during treatment. The three-story group residence facility will include 12 treatment beds, a commercial style kitchen, common areas for group treatment, clinical/administrative offices, a childcare area, and a playground for children. Community living is also an important aspect of the therapeutic community model, and the layout of each floor will include comfortable shared living areas for socialization.

Ms. Kaylor noted there are sufficient funds in the round to fund this application; she presented the application summary to the Committee:

- The project scored 107 points;
- The project will create 12 new beds of in-patient residential treatment for pregnant and parenting women experiencing severe substance use disorder;

- The project will help to address a critical gap in the number of residential treatment options in the State of New Hampshire available for this demographic;
- The project will develop a currently undeveloped parcel of land that located in a growing mixed-use hub of the Route 120 corridor; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Ms. Kaylor noted this project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds, including Recovery Housing Program funds, NH Housing's OUD Supportive Housing funding and Claremont Savings Bank financing;
- A long-term lease is executed between Families Flourish NE and Dartmouth Health, owner of the parcel of land on which the facility will be built;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee discussed the factors that result in this type of facility having a high cost-per-client. Ms. Tanner stated that the population being served is very complex and requires comprehensive wraparound services beyond healthcare. Supportive services will include job readiness training, psychiatric services, treatment for substance use disorders. These integrated services will allow them to remain residents for six months and up to a year while receiving treatment before transitioning to supportive housing. Ms. Tanner noted the specific licensing requirements under New Hampshire RSA that the facility will need to comply with as well as the timing for the lease agreement with Dartmouth-Hitchcock.

The Committee asked how the facility will be prepared to address the needs of infants of a substance-using mother. Ms. Tanner stated that the facility will be supporting the women while they are pregnant and delivery will take place at the closest hospital, Dartmouth Hitchcock, which is well-equipped to handle the needs of the infant and mother. If the infant needs to remain hospitalized longer than the mother, they are close by to support both the infant and mother's needs.

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

#### **Motion – 3:10 PM**

Mr. Sullivan moved to approve the application from City of Lebanon on behalf of the Families Flourish Northeast for the Residential Treatment Center for Pregnant and Parenting Women, with all staff recommended contingencies, as presented. Ms. Duncan Cooley seconded, and the motion carried with a unanimous vote of the Committee.

#### **F. Action Plan (draft) – Housing Program Scoring Updates**

Ms. Kaylor stated that the Action Plan is a process that is done annually, in partnership with NH Housing and DHHS as recipients of federal funds from the Department of Housing and Urban

Development (HUD). All parties work together and create a draft, hold a public hearing and receive public comment and necessary approvals by their governing bodies. The Action Plan is then presented to the Governor before it is submitted to HUD by May 15. CDFA is awaiting a letter from HUD confirming the CDBG allocation for the next program year, which is anticipated to be level funding. Receipt of this letter is required before being able to submit the Action Plan, therefore any delays in receiving this letter may impact the timeline for submitting the Action Plan to HUD. CDFA will also include within the Action Plan how the unallocated funds from previous funding years will be allocated in the upcoming program year.

**Mr. Walsh left the meeting at 3:14 PM.**

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

**Motion – 3:17 PM**

Ms. Fox moved to approve the draft Action Plan, as presented, to be brought to the CDFA Board of Directors. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

**G. Executive Director Updates**

Ms. Easterly Martey stated Continuing Resolution passed by Congress in March will likely result in New Hampshire receiving a similar allocation of CDBG program funds as the past year. Ms. Easterly Martey emphasized how important it is to share the impact of CDBG funds with legislative decision makers.

Ms. Easterly Martey noted CDFA will be working with Future IQ on a project updating CDBG materials and will bring a schedule of their work to the Committee. Ms. Easterly Martey stated that the May CDAC meeting will include the Microenterprise applications.

**H. Adjourn – 3:22 PM**

Ms. Fox moved to adjourn the meeting. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,



Felicity Winters, Executive and Marketing Assistant



Benjamin Gaetjens-Oleson, Committee Chair

