CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

14 Dixon Avenue, Suite 102
Concord, NH 03301
Tel: 603.226.2170
Fax: 603.226.2816
www.nhcdfa.org

Community Development Advisory Committee Meeting Minutes

NH Community Development Finance Authority
14 Dixon Avenue
Concord, NH 03301

Thursday, October 1, 2026
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Cody Morrison, *Chair*; Matthew Walsh; Brian Groth; Matthew Sullivan; Anne Duncan Cooley; and Kelly Roy.

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*; Scott Maslansky, *Director of Clean Energy Finance;* and Benjamin Gaetjens-Oleson, *Senior Director of Operations and Planning*.

Mr. Morrison opened the meeting at 2:03 PM.

A. Announcements

Mr. Morrison called for any announcements. Ms. Easterly Martey noted the Committee will have a new member joining in November, Mr. James Bouley, representing a public seat. Committee members were encouraged to recommend other potential members to fill remaining seats.

B. Agenda

Mr. Morrison reviewed the meeting agenda; he called for any additions or changes. There were no questions or comments. Mr. Morrison called for a motion.

Motion – 2:05 PM

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

C. Consent Agenda

Mr. Morrison reviewed the Consent Agenda, which included the August 6, 2026, Community Development Advisory Committee minutes; he called for any questions or comments. None were offered. He called for a motion.

Motion – 2:06 PM

Mr. Groth moved to approve the consent agenda, as amended. Mr. Walsh seconded. The motion passed with five (5) yeas and one abstention from Ms. Roy as she was not present at the August 6 meeting.

D. CDBG Planning Grant: Town of Derry/The Upper Room, A Family Resource Center

Ms. Kaylor presented the application from the Town of Derry. The Town of Derry is requesting $25,000 in CDBG Planning Grant funds to be subgranted to The Upper Room, a Family Resource Center. The Upper Room is a nonprofit organization that provides education, services, and resources to families in southern New Hampshire. The project will

fund a feasibility study to evaluate the usability of a recently purchased adjacent property to expand its operating space. The Upper Room provides direct services to approximately 750 families a year, at least 68% who qualify as low-to-moderate income.

The funding will be used to hire an architect/engineer who will conduct an evaluation of the building and provide a preliminary design and cost estimate for renovation. Total project cost is $25,000, with all funding coming from CDBG. Based on preliminary estimates, this funding should be sufficient to cover the planning phase. However, should the budget increase for any unforeseen reason The Upper Room's Board has agreed to cover those costs.

The Committee discussed the demand for qualified contractors and professional service firms to conduct market and planning studies, as well as the consolidation of smaller architectural and engineering firms and challenges identifying owners' representatives in some regions.

Ms. Kaylor noted that staff recommends this application be funded with the following conditions:

- Sufficient funds are available and allocated by HUD;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Morrison called for additional questions or comments. None were offered. He called for a motion.

Motion – 2:13 PM

Ms. Roy moved to approve the planning grant for the Town of Derry/The Upper Room, A Family Resource Center, as presented and recommended by staff. Mr. Sullivan seconded and the motion carried by a unanimous vote of the Committee.

E. Low-and-Moderate Income Solar Program: Boys & Girls Clubs of Central and Northern NH

Mr. Walsh stated she has a conflict with this application as an employee with the City of Concord. The City of Concord leases property at 55 Bradley Street to the Boys & Girls Clubs of Central and Northern NH and as a result, the City will need to approve the lease being presented as part of the application.

Mr. Walsh recused himself from the deliberation of the application and left the meeting at 2:14 PM.

Mr. Maslansky presented the application to the Committee. The Boys & Girls Clubs of Central and Northern New Hampshire (BGCCNNH) requested $125,396 in LMI Solar Grant funds (capped at $121,584 – remaining funds in program) to purchase and install solar arrays at two (2) Boys & Girls Club locations in Belmont and Laconia that serve a majority of low and moderate-income children.

Mr. Maslansky noted the grant funds are to be supplemented by a $632,307 loan to finance solar arrays at a total of four (4) clubhouse locations including two additional arrays in Concord and Lisbon. The BGCCNNH will use federal Investment Tax Credits to pay down a portion of the loan and help reduce the debt burden. He also noted that all funds from the LMI Solar Grant Program are now fully committed.

The Committee discussed savings in relation to the total annual energy usage and the application of energy savings into capital improvements.

Mr. Maslansky noted that staff recommends this application be funded.

Mr. Morrison called for additional questions or comments. None were offered. He called for a motion.

Motion – 2:20 PM

Ms. Duncan Cooley moved to approve the grant for the Boys & Girls Clubs of Central and Northern New Hampshire, as presented and recommended by staff. Ms. Roy seconded and the motion carried by four (4) yeas and one recusal by Mr. Walsh.

Mr. Walsh returned to the meeting at 2:21 PM.

F. CDBG Housing and Public Facilities Round 1 Overview

Ms. Kaylor provided the Committee with an overview of the upcoming funding round, which includes four public facilities and four housing applications. She noted the increase of maximum award amounts are applicable in this round. Public facilities and housing projects can request up to $750,000 per application, and projects with permanent supportive housing are eligible to request up to $1M. Almost all applications in this round requested the higher funding level, and there are two permanent supportive housing applications. Ms. Kaylor stated there are carryover award funds that will be included in this funding round. The review team recently finished site visits, and it was noted there was solid geographic distribution.

G. CDBG Program Year 2025 Year in Review / Program Year 2026 Look Ahead

Ms. Kaylor reviewed CDBG Program Year 2025 impacts with the Committee, including several examples of housing and public facilities projects that are having a significant impact within their respective communities. The Microenterprise Program was also highlighted for the strength of the business technical assistance partners across the state serving small businesses.

Another significant accomplishment of Program Year 2025 was completing the deployment of supplemental Community Development Block Grant funds allocated through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). These funds, referred to as CDBG-CV, were specific to the prevention, preparation and response to the coronavirus pandemic. The State of New Hampshire received approximately $14.3M in allocations from the U.S. Department of Housing and Urban Development between 2020 and early 2021. CDFA administered these resources through several programs including support for microenterprise assistance, public services, housing, public facilities and permanent supportive housing.

Ms. Kaylor also reviewed CDFA's efforts to develop and submit a new five-year Consolidated Plan. These efforts included community engagement and listening sessions, updates to data and resources, as well as focused activities to understand the needs of rural places and small towns in New Hampshire. The 2026 – 2031 Consolidated Plan prioritizes investments to:

- Expand Housing and Create Vibrant Communities;
- Address Critical Community Infrastructure Gaps;
- Support Rural, Local Economies by Strengthening Small Businesses; and
- Increase Municipal Capacity to Catalyze Economic Development and Create Vibrant Communities.

These priorities translate into several programmatic improvements that will be made over the coming years, including increasing the maximum award amount (currently implemented), evolving the Economic Development program to drive broader community-based impacts, further developing the transformational planning grant program and increasing awards and contract periods for the Microenterprise Program.

The Committee discussed the Program Year 2025 metrics, municipal capacity and engagement with rural communities on challenges and barriers to accessing resources, as well as new materials to support potential applicants.

H. Adjourn – 3:05 PM

Mr. Walsh moved to adjourn the meeting. Ms. Duncan Cooley seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,

Melissa Latham, Director of Communications and Policy

Cody Morrison, Committee Chair