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## Community Development Advisory Committee Meeting Minutes

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

Thursday, October 2, 2025  
2:00 PM

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT:** Benjamin Gaetjens-Oleson; Elizabeth Fox; Anne Duncan-Cooley; Matthew Sullivan; Matthew Walsh; and Kelly Roy.

**STAFF:** Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Scott Maslansky, *Director of Clean Energy Finance*; Melissa Latham, *Director of Policy & Communications*; and Maureen Quinn, *Tax Credit and Board Relations Manager*.

**PUBLIC:** Todd Horner, *Southwest Region Planning Commission*

Mr. Gaetjens-Oleson opened the meeting at 2:00 PM. He noted Ms. Easterly Martey had an announcement. She informed the Committee that CDFA has a large portfolio of projects which are reliant upon Federal funding. With the current shutdown of the Federal Government, staff is working with projects to ensure continued access to awarded funds. Ms. Easterly Martey shared it is not anticipated that there will be challenges to the draw and claims system.

Mr. Gaetjens-Oleson introduced Mr. Cody Morrison from CDFA's Board of Directors to the Committee and noted he will assume chairmanship of the Committee beginning in January 2026. Mr. Morrison introduced himself to the Committee and the Committee also introduced themselves.

Mr. Gaetjens-Oleson noted Mr. Todd Horner, Executive Director of Southwest Region Planning Commission would be presenting to the Committee.

No public comment was offered.

### **A. Agenda**

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. Staff requested addition of item 3.4, Review of Low -and Moderate – Income Solar Program to the agenda. No further changes were requested. He called for a motion.

### **Motion – 2:06 PM**

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

### **B. Consent Agenda**

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the September 4, 2025, Community Development Advisory Committee minutes. He called for any questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 2:03 PM**

Ms. Fox moved to approve the consent agenda and Ms. Roy seconded and the motion carried with a unanimous vote of the Committee.

#### **C. Southwest Community Services Planning Commission – Accessory Dwelling Unit Pilot Program**

Ms. Kaylor introduced and welcomed Mr. Todd Horner, Executive Director, of Southwest Community Services Planning Commission (SWCSPC) and stated he would provide a presentation on a pilot Accessory Dwelling Units (ADUs) Design Challenge project.

Mr. Horner thanked the Committee for inviting him to present. He noted that the funding to launch this program came from a CDBG Transformational Planning Grant approved by CDAC, and ultimately CDFA's Board of Directors. Highlights from the ADU Pilot project included:

- Testing new ideas to address critical housing needs in the region
- Support from municipalities with willingness to embrace regulatory reform (zoning regulations) to allow for ADUs
- Homeowners served as case studies for a breadth of reasons and variety was embedded in ADU proposals
- Strong demand and interest in the program, with over 75 inquiries from interested homeowners
- Banks have been supportive, developing financing products for ADU projects
- Positive results and strong demand suggest the program can be successful and will be offered again.

Mr. Horner left the meeting at 2:50 PM

#### **D. Grafton County/BEDC Microenterprise Award Update**

Ms. Donovan provided an update to the Committee regarding a change in a microenterprise award previously granted to Grafton County, with the Belknap Economic Development Council (BEDC) as the subrecipient. Due to organizational changes at BEDC, CDFA was informed they do not wish to fulfill their CDBG contract. CDFA staff is taking steps to closeout the grant and also to identify other partners who may be willing to support this project so that the funds may be repurposed.

Ms. Donovan and Ms. Easterly Martey noted requested changes to this funding source will be formalized through an amendment which will be presented to the Committee at some point in the future. The Committee asked whether there are 'adjacent' partners to assume this funding. Ms. Donovan noted there are other organizations which possess both the interest and capacity to take on this funding if approved.

#### **E. CPI Data Update**

Mr. Olson offered the Committee an overview and update of CDFA's use of data to help inform decisions regarding investments. Points of emphasis included:

- Identifying and minimizing barriers for applicants to improve accessibility and ease of integration of data in applications
- Continued updates to data to ensure data is accurate and reflective of community needs
  - Indicators important story telling tools in applications
  - Index/indices are the sum of indicators that summarize data points
- Updated and revised indicators and methodology will be shared in early 2026; these updates may synchronize with the CDBG calendar to ensure current data is available to applicants and allows for positive connection between proposals and community outcomes.

The Committee expressed their appreciation for these updates.

**Mr. Walsh left the meeting at 3:15 PM**

#### **F. CDBG Planning Grant – Strafford County/Saint Anselm College: Enhancing Housing Conversations**

Ms. Kaylor summarized the application from Strafford County for \$25,000 in Planning Grant funds to be subgranted to the Initiative for Housing Policy and Practice at Saint Anselm College. The project is in collaboration with Strafford Regional Planning Commission and will support targeted, community-based conversations that inform updates to the Strafford Comprehensive Regional Plan. It will prioritize input from those directly affected by housing shortages, particularly working families and renters, and will focus on practical, fiscally responsible strategies to improve housing access and affordability.

Ms. Kaylor noted there are sufficient funds available to fund this application, and it is recommended for funding with the following staff recommended 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. Gaetjens-Oleson asked if there were questions or comments. None were offered. He called for a motion.

**Motion – 3:21 PM**

Ms. Fox moved to approve the \$25,000 application from Strafford County/Saint Anselm College, with all staff recommended conditions, as presented. Ms. Roy seconded, and the motion carried by a unanimous vote of the Committee.

#### **G. Low- and Moderate – Income Solar Program**

Mr. Maslansky offered a brief overview of the Low- and Moderate-Income solar program to date, and noted some funding remains available. It is likely one or two more qualifying applications could be funded to fully expend the program's resources.

Mr. Gaetjens-Oleson stated all Committee members are welcome to join the Board of Directors at the October 14<sup>th</sup>, 2025 Board of Directors meeting in Jefferson, NH, with a visit to Santa's Village.

**H. Adjourn – 3:24 PM**

There being no further business before the Committee, Ms. Roy moved to adjourn the meeting. Ms. Duncan-Cooley seconded, and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair