



Community Development Advisory Committee Meeting Minutes

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

Thursday October 3, 2024
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chairman*; Nancy Merrill; Matthew Walsh; Joseph Doiron; Anne Duncan Cooley; Matt Sullivan; and James Menihaine

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*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

Mr. Gaetjens-Oleson called the meeting to order at 2:00 PM. He noted there were no announcements.

Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any questions or comments. None were offered. He called for a motion.

Motion – 2:00 PM

Mr. Walsh moved to approve the meeting agenda, as presented. Mr. Doiron seconded, and the motion passed by a unanimous vote of the Committee.

Mr. Gaetjens-Oleson noted there were no members of the public in attendance; no public comment was requested.

A. Consent Agenda

Mr. Gaetjens-Oleson reviewed the consent agenda, which included the minutes from the August 8, 2024, Community Development Advisory Committee meeting. He called for questions or comments. None were offered. He called for a motion.

Motion – 2:02 PM

Mr. Sullivan moved to approve the consent agenda, as presented. Ms. Duncan Cooley seconded, and the motion passed with five (5) yeas and one abstention. Mr. Doiron abstained as he was not present at the August 8th, 2024, Committee Development Advisory Committee meeting.

B. CDBG Planning Grants

Ms. Kaylor stated she would present two Planning Grant applications for the Committee's review and consideration. Mr. Walsh noted he would recuse from the review of the application from the City of Concord/Justice Planning Center Study as he is an employee of the applicant, the City of Concord.

Mr. Walsh left the meeting at 2:03 PM

City of Concord/NH Legal Assistance – Concord Community Justice Center Planning Study - \$25,000

Ms. Kaylor presented the application for CDBG Planning Grant funds from the City of Concord, to be subgranted to New Hampshire Legal Assistance (NHLA). NHLA is working on a project in collaboration with 603 Legal Aid and the Disability Rights Center – New Hampshire. The group is considering the development of a single location headquarters in Concord, to be called the Community Justice Center. The proposed center will serve as a community hub for legal services, enabling better coordination of complementing services for low-income people statewide, from a central location. 94% of anticipated beneficiaries are people who qualify as low-to-moderate- income people.

Mr. Menihane arrived at 2:05 PM

Ms. Kaylor noted the applicant is requesting \$25,000, with \$3,500 of that amount to be used for grant administration. The project scored eighteen (18) points.

The Committee asked what the maximum number of points is for a planning grant application to better understand the strength of this application. It was noted the maximum score is twenty-five (25). This project is considered very innovative, and that component of the project strengthened the score. The Committee asked if there is a contingency plan if a suitable location in Concord is not identified. Ms. Kaylor noted CDFA understands this could happen and, if necessary, would welcome a CDBG application from a different applicant but with the same subrecipient if the project needs to be located outside the City of Concord.

Ms. Kaylor summarized the project:

- The project scored 18 points;
- The project will lead to the development of critical design plans and cost estimates needed for the potential co-location nonprofit of civil legal service providers;
- The project will strengthen access to critical civil legal services to individuals from across New Hampshire;
- ~~The project will support low-income individuals, individuals with disabilities and seniors; and~~
- This study will help the applicant prepare for a future implementation application.

Ms. Kaylor stated staff recommends this project 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. Gaetjens-Oleson called for further questions or comments. None were offered. He called for a motion.

Motion – 2:10 PM

Mr. Doiron moved to approve the application for a CDBG Planning Grant to the City of Concord, with all staff recommended conditions as presented. Ms. Merrill seconded, and the motion carried by a unanimous vote of the Committee.

Mr. Walsh returned to the meeting at 2:11 PM

City of Laconia/CAP Belknap-Merrimack Counties Accessibility Planning Study - \$25,000

Ms. Kaylor presented the application for CDBG Planning Grant funds from the City of Laconia, to be subgranted to Community Action Program Belknap-Merrimack Counties, Inc. Planning grant funds will be used to support an engineering study and preliminary architectural design needed to rehabilitate the current kitchen at Laconia Senior Center into a commercial kitchen. The kitchen would be used to prepare meals for seniors, who are a presumed low-and moderate-income group under HUD guidelines. Creating a centralized kitchen will increase capacity from 5,000 meals to 10,000 meals per month and additional renovations to adjacent program space will enable expansion of program opportunities for seniors. The commercial kitchen will also relieve the Concord-based kitchen from preparation, storage, and transportation/distribution to the Laconia area, thereby creating more opportunity for food distribution in Concord.

Ms. Kaylor summarized the project:

- The project scored 20 points;
- The project will lead to the development of critical design plans and cost estimates needed for the creation of a commercial kitchen facility;
- The project will strengthen critical services provided to seniors, including increasing access to nutritious meals;
- The project will preserve and promote an existing neighborhood, as the senior center is located in downtown Laconia;
- This study will help the applicant prepare for a future implementation application.

Ms. Kaylor stated staff recommends this project 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.

Motion – 2:17 PM

Mr. Doiron moved to approve the application for a CDBG Planning Grant to the City of Concord, with all staff recommended conditions as presented. Ms. Merrill seconded, and the motion carried by a unanimous vote of the Committee.

G. ~~CAPER Report/GDFA Annual Investments~~

Ms. Easterly Martey provided the Committee with an overview of CDFA's investments over State Fiscal Year 2024 (July 1, 2023 – June 30, 2024). She stated the Community Development Advisory Committee's work closely follows and aligns with CDFA's priorities. She thanked the Committee members for their commitment to the work which is fundamental to CDFA.

Ms. Easterly Martey noted CDFA's north star, developed from a strategic planning process, was to increase its investments across New Hampshire communities. Funds deployed through CDFA over the past five years have increased from approximately \$15M to close to \$25M, nearly a 60% increase. CDFA continues its efforts to create impact and change and Ms. Easterly Martey pointed to some of the following highlights.

- Community Navigator Program – this program has helped inform and adjust the CDBG microenterprise program to best serve small businesses.

- Employee Retention Efforts – organizational efforts to create a highly sought after work environment, where employees are inspired to work to support the organization's mission and goals
- Council on Housing Stability
 - A new strategic plan is being developed, building on what has already been achieved, with a target of establishing goals for the next three years
 - Development of a training/resource library to better understand how to support the unhoused and create uniformity and consistency, critical to creating a system which serves those most in need
- Outreach and Engagement
 - CDFA continues to engage with partners and communities statewide;
 - Have initiated work to develop new and improved CDBG materials;
 - Recovery Housing Program has offered new funding source;
 - Community Centers Investment Program created unique opportunity for communities to access critical resources;
 - Statewide Family Child Care Pilot Program enabled homecare providers to access funding and other resources.

Ms. Easterly Martey noted CDFA continues to address critical needs, including childcare, broadband, and workforce. The investments contribute to building and strengthening vibrant communities. The Committee expressed their appreciation for the broad geographic distribution of investments. It was noted that CDFA also engages in targeted investments in communities with demonstrated need; these layered investments over time have proven to be transformative.

Ms. Kaylor provided the Committee with an overview of the CAPER, which summarizes outcomes realized through CDBG investments. CDFA provides its information to the New Hampshire Housing and Finance Authority, and they in turn submit the final report to HUD. Outcomes from CDBG for HUD program year 2023 (July 1, 2023 – June 30, 2024) included:

- More than 11,000 people assisted through public facilities projects;
- 22 jobs created;
- 251 housing units rehabbed/created; and
- 350 people received technical assistance for microbusinesses.

Ms. Kaylor noted the 11,000 people assisted through public facilities projects is higher than normal because this number incorporates outcomes from some of the CDBG-CV (COVID relief funds). There continues to be growth in the microenterprise program, which is important in New Hampshire which has a very large sector of microbusinesses.

D. Small Business Task Force Update

Ms. Donovan updated the Committee on the Small Business Task Force. The Task Force will hold its first meeting on November 7th. She reported the following topics were investigated in preparation for the Task Force meeting and as outlined in the publicly available Small Business Ecosystem Study:

- Focus on the needs of necessity entrepreneurs;
- Recognize basic life needs and barriers such as childcare and transportation;
- Increase awareness and access to resources/value of partnerships and engagement;
- Explore the role of municipalities;
- Build resource provider capacity and partner capacity;
- Build on the success of small direct grants;
- Consider all small business development stages (idea, launch, grow, sustain);

- Provide access to relevant mentorship;
- Consider cohort training opportunities; and
- Increase access to capital.

Ms. Donovan noted all Committee members, and the public will be welcome to join the November task force meeting, which will be held on November 7th.

E. CDBG Housing and Public Facilities Funding Round

Ms. Kaylor informed the Committee that she anticipates seven (7) applications will be presented to the Committee in November. There are three (3) housing applications and four (4) public facilities applications. Site visits are underway. The meeting will be offsite to accommodate members of the public. Details about location will follow.

F. Adjourn – 2:59 PM

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

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson Committee Chair