



Community Development Advisory Committee Meeting Minutes

NH Community Development Finance Authority
Concord Community Center – Harriet Dame Auditorium
14 Canterbury Road
Concord, NH 03301

Thursday, November 7, 2024
1:30 PM

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

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

CDFA CONSULTANT: Glenn Coppelman.

PUBLIC: Donna Lane, *CDBG Consultant*; Caitlin Meaney, *Laconia Area Community Land Trust, Inc. dba Lakes Region Community Developers*; Ericka Cross MacDonald, *Consultant*; Marc McMurphy and David Jadlocki, *White Birch Community Center*; Melinda Fauteux, Mariah Middleton, Julianne Gooden, and Andrea Muller, *Gorham Community Learning Center*; Jeanette Heidmann, Karen Albert, and Gail Doktor, *Way Station*; Angelo Trodella, *2 Bridge Street Realty Trust*; and Tammy Carmichael, *Partnership for Public Health, Inc.*

Mr. Gaetjens-Oleson opened the meeting at 1:34 PM. He noted there were no announcements.

Mr. Gaetjens-Oleson stated the Committee would be asked to review and consider seven (7) applications for funding. He noted members of the public in attendance and welcomed them to the meeting. He requested the Committee and staff introduce themselves.

Mr. Gaetjens-Oleson called for public comment. None was offered.

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 – 1:37 PM

Ms. Fox moved to approve the agenda, as presented. Mr. Doiron 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 October 3, 2024, Community Development Advisory Committee minutes. He noted there was a typographical error on page 2, in the second line and requested the minutes be amended to state 'Mr. Walsh noted 'he' would recuse, replacing the word 'we' with 'he'. He called for any additional questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

Motion – 1:38 PM

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

C. CDBG Applications for Review and Conflicts of Interest

Mr. Gaetjens-Oleson noted there are numerous applications for the Committee's review and consideration. He requested Committee members disclose any conflicts so recusals may be addressed as each funding category is considered. No conflicts were stated.

D. Housing and Public Facilities Round Funding Requests

Mr. Gaetjens-Oleson noted the Committee would be asked to review a total of seven (7) CDBG applications, with three (3) applications for housing projects and four (4) for applications for public facilities projects. He noted there is sufficient funding available to make awards to all projects. All applications will be voted on individually.

HOUSING APPLICATIONS

Ms. Kaylor stated Mr. Coppelman would present all three (3) housing applications. She noted the staff recommended contingencies for each application are uniform and Mr. Coppelman will read the contingencies for the first application; it will be presumed these same contingencies apply for the other two housing applications.

Town of Whitefield– Affordable Housing, Education, and Development Inc. (AHEAD) – 12 Kings Square Project - \$500,000 – 1:40 PM

Mr. Coppelman reviewed the application for the Committee. The Town of Whitefield is requesting \$500,000 to be subgranted to Affordable Housing, Education, and Development Inc. (AHEAD) to acquire and renovate a historic building in downtown Whitefield. This project will create four (4) units of rental housing, three (75%) of which will be available to persons of low-and moderate-income. The fourth unit will be a market-rate apartment. Though not part of CDBG funding, the project will also create a commercial space on the first floor of the building, anticipated to contribute to the economic benefit of the King Square downtown area. Long-term affordability will be preserved for at least twenty (20) years. The rehab scope will include a new roof, additional insulation for the roof and walls, and installation of mini-split heating and cooling systems. There will be the potential for a rooftop solar array.

Mr. Coppelman stated this project intends to apply for CDFA Tax Credits to complete the funding stack. AHEAD, the subrecipient, has agreed to backfill a funding gap if tax credits are not awarded.

Mr. Coppelman presented the application summary to the Committee:

- The project scored 180 points;
- The project will ensure 4 units of safe and healthy housing are created;
- The project preserves an historic building and promotes an existing neighborhood in downtown Whitefield; and
- The project meets a CDBG National Objective by providing a direct benefit to low- and moderate-income persons.

Mr. Coppelman noted there are sufficient funds available in this round to make an award to this project. 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 commented on the cost per unit, which based on the sources and uses chart projects per unit cost in excess of \$500,000. The Committee discussed the challenges and expenses of renovating older buildings but acknowledged the importance of preserving a property which has long been a cornerstone of the Whitefield downtown area.

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

Motion – 1:46 PM

Mr. Walsh moved to approve the application from the Town of Whitefield, on behalf of Affordable Housing, Education, and Development, Inc., in the amount of \$500,000, as presented and with all staff recommended conditions. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

Town of Hillsborough – Bridge Street Realty Trust - \$500,000 – 1:47 PM

Mr. Coppelman reviewed the application for the Committee. The Town of Hillsborough is requesting \$500,000 to be subgranted to Bridge Street Realty Trust to renovate a vacant, historic property in downtown Hillsborough, NH, and create six (6) units (mix of 1-and 2-bedroom units) of affordable housing. All units will be occupied by individuals who qualify as low- and moderate-income. Additionally, though not part of the CDBG request, the project includes the creation of commercial space on the street level of the building.

The project will contribute to creation of badly needed affordable housing. Revitalization of this downtown property will have a positive impact on the neighborhood by improving aesthetic and

property values; which will hopefully contribute to further revitalization of the community. Affordability will be preserved for at least twenty (20) years.

Mr. Sullivan arrived at 1:51 PM

Mr. Coppelman presented the application summary to the Committee.

- The project scored 162 points;
- The project will ensure six (6) new units of affordable housing units are created;
- The project preserves an historic building and promotes an existing neighborhood in downtown Hillsborough; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Coppelman stated there are sufficient funds available in this round and 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.

It was noted that an application for this project was submitted in the last CDBG Housing and Public Facilities round. The Committee asked why this project was not previously funded, Mr. Coppelman noted the previous application was part of a more competitive funding round where there were not sufficient funds to make awards to all projects.

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

Motion – 1:52 PM

Mr. Doiron moved to approve the application from the Town of Hillsborough on behalf of Bridge Street Realty Trust in the amount of \$500,000, with all staff recommended conditions. Ms. Merrill seconded, and the motion passed with six (6) yea votes of the Committee. Mr. Sullivan abstained as he missed most of the presentation.

Town of Meredith – Laconia Area Community Land Trust, Inc. (LACLT) dba Lakes Region Community Developers (LRCD)/Frances Court Affordable Housing - \$500,000 – 1:53 PM

Mr. Coppelman reviewed the application for the Committee. The Town of Meredith is requesting \$500,000 to be subgranted to Laconia Area Community Land Trust (LACLT) dba Lakes Region Community Developers (LRCD) to replace four (4) manufactured homes in the thirteen (13) unit Frances Court Park, which is owned by LRCD. All four units will be rented to individuals who qualify as low-and-moderate-income (LMI). Two units are currently unoccupied and are deemed non-inhabitable and the other two units are in significant disrepair.

The Committee asked about the process for replacing the four homes. Ms. Caitlin Meaney of LRCD stated the two unoccupied homes – original to the park – will be removed. Pads will be poured and then two new manufactured homes will be sited on those pads. The residents of the two units which are occupied will be moved into the two new homes and then LRCD can site the additional two new manufactured homes. Rents will remain the same; HUD/CDBG housing rules require relocation of individuals must be to equal or better housing and this project will accomplish this. The longer term strategy of LRCD is to continue to purchase the remaining homes in the park as they become available and to replace and/or improve as needed to preserve this critical affordable housing community. Long-term affordability will be preserved for at least twenty (20) years.

Mr. MacLellan arrived at 1:59 PM

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

- The project scored 142 points;
- The project will ensure four (4) units of safe and healthy affordable housing units are provided;
- The project preserves and promotes an existing neighborhood in Meredith; 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 on the project. None were offered. Mr. Coppelman stated the 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 expressed their enthusiasm for this project.

Motion – 2:00 PM

Ms. Fox moved to approve the application from the Town of Meredith on behalf of Laconia Area Land Trust, Inc. dba Lakes Region Community Developers/Frances Court Affordable Housing with all staff recommended conditions, as presented. Mr. Sullivan seconded, and the motion passed by a unanimous vote of the Committee.

Public Facilities Applications

Ms. Kaylor acknowledged Ms. Ericka Cross McDonald, a consultant engaged by CDFA, who worked alongside CDFA staff in the review and evaluation of the public facilities applications in this round and was present at the meeting.

Town of Gorham – Gorham Community Learning Center – \$500,000 - 2:01 PM

Ms. Kaylor reviewed the application for the Committee. The Town of Gorham is requesting \$500,000 to be subgranted to the Gorham Community Learning Center (GCLC) for acquisition and rehabilitation of a vacant building where GCLC intends to relocate and expand their existing childcare center. Ms. Kaylor noted this project is critical to families as at least five (5) childcare centers in the area closed during the pandemic. This project will allow GCLC to expand their services by adding thirty-one (31) new childcare spaces; it will also create four to five new full-time childcare jobs. More than 51% of the children served at the new center will be from families who qualify as low- to moderate-income. CDBG funds will be used for property acquisition and renovations, to transform a former credit union space into a safe and healthy educational environment for young children. In addition to interior work, there will be upgrades to the water system, and a new playground and fencing will be installed.

This project will create an additional benefit for the Gorham Family Resource Center, where GCLC is currently located. When the GCLC relocation is complete, the Family Resource Center will have reduced overcrowding issues and enable the organization to further expand of services to families in need. Ms. Kaylor noted there are several other prominent partners and funders committed to this project, pointing to the importance and impact of this initiative.

The Committee thanked the representatives from GCLC for their commitment to their community.

Ms. Kaylor noted this project has a ten-year affordability provision; twenty years in the childcare sector is not particularly predictable in terms of enrollment, demand and other variables.

Ms. Kaylor stated there are sufficient funds in this round to fund this application. She reviewed the project summary with the Committee:

- The project scored 150 points;
- The project will support an existing childcare provider in serving seventy (70) children, thirty-one (31) of whom will be served because of the expansion;
- The project repurposes an existing vacant building and promotes an existing neighborhood on Main Street downtown Gorham; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Ms. Kaylor noted the 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 questions or comments.

The Committee asked if there is a permanent lease. It was noted there is a two-year lease with a right to purchase agreement with the credit union. The Small Business Administration will provide the remainder of funding required. No further questions or comments were offered.

Motion – 2:10 PM

Ms. Fox moved to approve the application from the Town of Gorham on behalf of the Gorham Community Learning Center in the amount of \$500,000, with all staff recommended contingencies and as presented. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee.

City of Laconia – Partnership for Public Health, Inc. - \$419,250 – 2:11 PM

Mr. Coppelman reviewed the application for the Committee. The City of Laconia is requesting \$419,250 to be subgranted to Partnership for Public Health, Inc. (PPH) to make accessibility and energy improvements to their circa 1850s building located near downtown Laconia. This will allow PPH to better serve the more than 4,000 clients (79% of whom are individuals of low-and moderate-income) they work with each year.

PPH was the fiscal lead for ServiceLink of Belknap County. ServiceLink became the Aging and Disability Resource Center (ADRC) of Belknap County, accessible to people of all ages, abilities, and income levels to turn to for information and referrals for long-term supports and services, Medicaid/Medicare counseling and caregiver support. PPH was in a building which had a change in ownership which led to a significant increase in rent. To better centralize services and ensure funds were focused on providing services, a new location was sought and found. The proposed project will renovate the space so the first floor is completely handicap accessible, including at least one restroom. Building safety for clientele and staff will be improved as will energy efficiency, savings from which will be directed back into impactful programming. A twenty-year performance lien will be placed on the property to ensure long-term affordability.

Mr. Coppelman stated there are sufficient funds in this round to fund this application; he reviewed the application summary with the Committee:

- The project scored 127 points;
- The project will ensure that this social service provider operates a safe, accessible facility to enable them to continue to provide services to more than 4,000 clients annually
- The project includes energy efficiency improvements that will lower operating costs to ultimately benefit the programs/services offered;
- The project preserves an historic building and promotes an existing neighborhood in downtown Laconia;
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Gaetjens-Oleson called for questions or comments. None were offered. Mr. Coppelman noted the 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.

Motion – 2:19 PM

Ms. Merrill moved to approve the application from the City of Laconia on behalf of Partnership for Public Health, Inc. in the amount of \$419,250 with all staff recommended contingencies and as presented. Mr. Walsh seconded, and the motion carried by a unanimous vote of the Committee.

Town of Henniker– White Birch Community Center Food Pantry and Senior Center - \$500,000 – 2:20 PM

Mr. Coppelman presented the application to the Committee. The Town of Henniker is requesting \$500,000 to be subgranted to White Birch Community Center, Inc. (WBCC). Funds will be used to renovate the facility that will house a food pantry, senior center and a family resource center. The WBCC will be a handicap accessible, centrally located social service center which will provide and coordinate a multitude of services for 634 persons, 351 (55%) of whom qualify as low- and moderate-income.

The project will renovate the property to house the relocated Henniker Food Pantry, expand space and improve accessibility for Senior Center programs, create a new Family Resource Center at the site to assist with coordination and accessibility of programs and services; and co-locate a small, town service office. Mr. Marc McMurphy from WBCC noted that by relocating the town office to the new space, more childcare spots would be created, thereby meeting a significant community need. He added that WBCC has a strong volunteer group, which has helped to minimize expenses.

The Committee asked if WBCC has had success in selling its CDBA tax credit allocation. Mr. McMurphy confirmed there has been good progress made. The Committee asked whether staff had considered CDBG restrictions on the use of funds for municipal government business. Staff stated this issue was considered very carefully. The cost of this office space would be very minimal and there is significant non-CDBG match funding included in the total project cost, therefore it was not considered disqualifying.

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

- The project scored 124 points;
- The project will provide a new and improved location for the Henniker Food Pantry;
- The project will provide expanded, fully accessible space for Senior programming
- The project will provide space for a newly established Family Resource Center;
- The project preserves an historic building (circa 1877) and promotes an existing neighborhood near downtown Henniker, 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.

Motion – 2:29 PM

Mr. MacLellan moved to approve the application from the Town of Henniker on behalf of White Birch Community Center in the amount of \$500,000, with all staff recommended contingencies and as presented. Ms. Merrill seconded, and the motion carried by a unanimous vote of the Committee.

Town of Conway – Way Station Day Resources and Transitional Housing - \$499,625 – 2:30 PM

Ms. Kaylor presented the application to the Committee. The Town of Conway is requesting \$499,625 to be subgranted to Way Station to support renovations to the building where the nonprofit organization serves individuals who are unhoused. The project will renovate the existing day resource center space and create three new transitional housing units for Way Station's clients. Unhoused individuals are a HUD Presumed Group with a 51% low to moderate income percentage, however the low- to moderate-income benefit is likely near 100%.

Way Station previously used a CDBG Planning Grant to better understand needs and priorities for a comprehensive renovation and build-out. The current project will address life safety concerns (upgraded electrical system, asbestos abatement, new windows, sprinkler system) increase accessibility (handicapped-access ramp and entrance, fully accessible first floor bathroom with a shower and restoration of four second-floor bathrooms to full functionality) and improve energy efficiency and conservation.

Ms. Kaylor noted that there are no matching funds associated with this project ; all funds are sought from CDBG. A performance lien will be placed on the property for ten years to assure long-term benefit. The Committee asked about the lease arrangement between Way Station and The Lutheran Church of the Nativity. She stated there is a lease in place, but Way Station will finalize a more formal lease before the project starts which will ensure the property is preserved as intended.

Ms. Kaylor noted there are sufficient funds to make an award to this application and she reviewed the project summary:

- The project scored 111 points;
- The project will ensure that individuals experiencing homelessness have a safer and more accessible space to access services through renovations to the day resource center;
- The project will create three new transitional housing units in a country where there are currently no public emergency shelters or comparable transitional housing units;
- The project promotes an existing neighborhood in downtown North Conway, and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate- Income persons.

Ms. Kaylor stated that staff recommends the application 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. Kaylor noted there are municipal zoning and planning requirements which need final approval; however, it is anticipated these approvals will be secured. An additional contingency has been added stating that the project cannot move forward without these approvals in place.

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

Motion – 2:42 PM

Ms. Merrill moved to approve the application from the Town of Conway on behalf of Way Station in the amount of \$499,625 with all staff recommended conditions and as presented. Ms. Fox seconded, and the motion carried by a unanimous vote of the Committee.

Administrative Review

Ms. Kaylor provided an overview of the Administrative Review process that is available to all applicants in a CDBG funding round. Any applicant/municipality can apply for an administrative review of the scoring of its application by filing a written request within fifteen days of the date that they receive their award letter from CDFA.

Ms. Kaylor noted CDFA always welcomes inquiries from applicants and offers as much guidance and technical assistance as is reasonable in the situation.

E. Community Development Advisory Committee Small Business Task Force – 2:42 PM

Ms. Donovan provided a brief update and overview of the work undertaken by the Small Business Task Force. She noted the Task Force completed a public meeting today, November 7th, 2024. The focus of the work has been to consider the recommendations from the Community Navigator Pilot Program and the NH Small Business Ecosystem to strengthen the CDBG Microenterprise Program. Ms. Donovan stated she expects to bring forth recommendations to the Community Development Advisory Committee in December. The Committee expressed their appreciation for this initiative.

F. Executive Director Update – 2:47 PM

Ms. Easterly Martey stated that she is appreciative of the Committee's work, particularly in funding rounds when there are many applications to review, some of which are complicated. She explained the process of how projects recommended by CDAC move through the various stages to funding. She noted after CDAC approval, CDFA's Board of Directors reviews recommendations from CDAC. Assuming the Board of Directors approves said recommendations, CDFA staff creates contracts which are distributed to various Departments of the NH State Government. From here, projects are presented to the State's Governor & Council for final consideration and approval. This process is involved; Ms. Easterly Martey stated the process is rooted in the work of the Community Development Advisory Committee.

Ms. Easterly Martey stated that Ms. Nancy Merrill has informed CDFA that she will resign her appointment to the Community Development Advisory Committee as she has elected to retire from the City of Claremont. Ms. Easterly Martey and the Committee thanked Ms. Merrill for her many

years of service. Mr. MacLellan shared that he too is retiring from his position at NHHFA. He expressed his appreciation to the Committee and CDFA for continuing to do important and meaningful work in the State to help those who most need support. It was agreed that town centers and city centers are integral to vibrant communities. The overall perspective was that despite the challenges facing all communities, real change and impact comes from a measured approach of building unit by unit, and creating change incrementally.

G. Adjourn – 3:05 PM

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

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair