



Community Development Advisory Committee Meeting Minutes

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

Thursday, January 8, 2026
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Cody Morrison, *Chair*; Elizabeth Fox; Matthew Walsh; Joseph Doiron; Kelly Roy; and Anne Duncan Cooley.

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; and Melissa Latham, *Director of Communications and Policy*.

PUBLIC: Kathleen Pelissier, Grants Coordinator, *City of Manchester*.

Mr. Morrison opened the meeting at 2:02 PM.

A. Agenda

Mr. Morrison reviewed the meeting agenda and noted two adjustments to the agenda for consideration: move item 3.2 to discussion as it has been resolved; add update to the microenterprise program to discussion items. Mr. Morrison requested any additional adjustments to the agenda. None were requested. Mr. Morrison called for a motion.

Motion – 2:03 PM

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

Ms. Easterly Martey noted Mr. Morrison will be serving as representative from CDFA's Board of Directors, as well as Chair of the Committee moving forward. She thanked Mr. Morrison for his willingness to serve in this position. She also noted there would be an opportunity to celebrate Mr. Gaetjens-Oleson and his Committee service at an upcoming meeting.

B. Agenda

Mr. Morrison invited public comment. Ms. Pelissier introduced herself. Members of the Committee and CDFA staff introduced themselves.

Ms. Pelissier provided public comment as a citizen of New Hampshire. She noted the need for opioid funds to be directed towards not only serving those experiencing substance use disorder, but also to support those individuals and families impacted by their relationship to someone experiencing the disorder.

No further public comment was offered.

C. Consent Agenda

Mr. Morrison reviewed the Consent Agenda, which included the November 6, 2025, Community Development Advisory Committee minutes, and called for any questions or comments. None were offered. Mr. Morrison called for a motion.

Motion – 2:07 PM

Ms. Fox moved to approve the consent agenda, as presented. Mr. Doiron seconded. The motion passed with five yeas votes from the Committee; there was one abstention by Ms. Roy as she was not present for the November 6, 2025, meeting.

D. CDBG-CV Public Services Funding Round

Mr. Morrison asked all Committee members to disclose conflicts with any of the applications to be reviewed. Mr. Walsh noted he had a conflict with the application from the City of Concord as he is an employee. No other conflicts were named.

Mr. Walsh left the meeting at 2:08 PM.

Ms. Kaylor provided a brief overview of the funding round. She noted there is sufficient funding available to fund all applications before the Committee, with a slightly reduced award being recommended to the lowest scoring application to align with the amount of funding available. She noted a typo on page seven of the write-up, which will be updated by staff, but indicated the award summary to be approved by the Committee was accurate.

Ms. Kaylor reviewed the three applications received.

City of Concord – \$130,000 – Concord Coalition to End Homelessness (Public Services)

The City of Concord is requesting \$130,000 in CDBG-CV Public Service funds to support expanded operations at the Emergency Winter Shelter and Homeless Resource Center operated by the Concord Coalition to End Homelessness (CCEH). The funding will support at least 650 individuals experiencing homelessness; all are considered low-to moderate income as part of a HUD Presumed Group.

Ms. Kaylor noted there are sufficient funds available in this round to make an award of \$130,000 to this project. Staff recommends CDBG-CV funding for this project with the following 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;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

City of Manchester- \$500,000- Families in Transition (Public Services)

The City of Manchester is requesting \$500,000 in CDBG-CV Public Service funds to support shelter operations at four different locations within the city. Half of the funding will be subgranted to Families in Transition, to support operations at two of their shelters. The other half of the funding will be used to support

two shelters operated by the City of Manchester. The funding will support at least 1,008 individuals experiencing homelessness, all considered low-to moderate income as part of a HUD Presumed Group.

Ms. Kaylor noted there are sufficient funds available in this round to make an award of \$500,000 to this project. Staff recommends CDBG-CV funding for this project with the following 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;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Strafford County – \$452,039 – Community Action Partnership of Strafford County (Public Services)
 Strafford County requests \$452,039 in CDBG-CV Public Service funds to support the Home for Now Shelter in Rochester, NH, and the Willand Warming Center in Somersworth, NH. The funding will support at least 112 individuals experiencing homelessness, all considered low-to moderate income as part of a HUD Presumed Group.

Ms. Kaylor noted there are sufficient funds available in this round to make a reduced award of \$424,859 to this project. Staff recommends CDBG-CV funding for this project with the following 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;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms;
- The use of funds conforms with HUD and State regulations;
- Written confirmation is received from the applicant that the project can move forward with the reduced award amount; and
- A revised scope and budget reflecting the reduced award amount of funds is submitted and approved by CDFA.

Ms. Kaylor presented the following summary of reward recommendations.

Applicant	Sub applicant	Requested CDBG-CV Amount	Recommended CDBG-CV Award Amount	Score
City of Manchester	Families in Transition	\$500,000	\$500,000	229
City of Concord	Concord Coalition to End Homelessness	\$130,000	\$130,000	188
Strafford County	Community Action Partnership of Strafford County	\$452,039.00	\$424,859	150
Total		\$1,082,039	\$1,054,859	

Mr. Morrison called for questions or comments. None were offered

Motion – 2:26 PM

Ms. Roy moved to approve the recommendation, as presented. Ms. Fox seconded. The motion passed with five yeas votes from the Committee. Mr. Walsh was not present for the vote as he abstained due to conflict as an employee of the City of Concord.

Mr. Walsh returned to the meeting at 2:27 PM.

E. Cheshire County – CDBG Planning Grant

Ms. Kaylor presented a CDBG Planning Grant application from Cheshire County requesting \$25,000 in funds. The funds will be used to procure an engineering firm to conduct a comprehensive evaluation of a county owned water treatment plant. The project primarily benefits 131 residents of Maplewood Nursing Home, which is located at the county owned property. 75.5% of the residents of the facility qualify as persons of low-to moderate- income.

Ms. Kaylor noted the following in her presentation:

- The project scored 16 points;
- The project will support a comprehensive evaluation of a county owned water system;
- The project will create a plan that will address critical infrastructure issues and lead to solutions that will create financial sustainability and operational resilience;
- The project will preserve affordable long-term care access for low-income elderly populations; and
- This study will help the applicant prepare for a future implementation application.

Ms. Kaylor stated that staff recommend 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 questions or comments. None were offered

Motion – 2:32 PM

Ms. Fox moved to approve the recommendation, as presented. Mr. Walsh seconded. The motion passed by unanimous vote of the Committee.

F. Consolidated Plan – Engagement Activities

Ms. Donovan provided an overview of CDFA's early engagement process regarding the Consolidated Plan to the Committee.

The Committee and Ms. Donovan discussed key themes emerging from these efforts and the level of engagement with partners and the public, including:

- Continued feedback on the importance of supporting housing initiatives;
- Recognition of the importance of supporting small businesses;
- Challenges related to the capacity to write and administer grants, specifically in smaller municipalities;
- Identification of match requirements as a barrier for smaller municipalities;

- Importance of supporting activities related to access to childcare, improving main streets and revitalizing downtowns; and
- Interest in connection between housing and economic development efforts.

Ms. Kaylor provided an overview of next steps in the Consolidated Plan process and CDFA's collaboration with NH Housing and the NH DHHS Bureau of Housing Supports to finalize a draft plan for public comment. The plan will be approved by the Committee, CDFA's Board of Directors, Governor Ayotte, and ultimately submitted to the Department of Housing and Urban Development by mid-May 2026.

G. Strafford County – Saint Anselm Planning Grant Revision Request

Ms. Easterly Martey provided a brief overview of the planning grant, which was approved by the Committee several months ago. The award contract was on the agenda for a December meeting of the Governor and Council. The Council requested clarification that Strafford County was advancing a pilot and Community Development Block Grant planning funds would be available to all counties in the future for the activities outlined within the grant proposal.

Ms. Easterly Martey noted that CDFA was able to address the Council's request, and the item was approved during their January 7, 2026 meeting.

H. Microenterprise Program Update

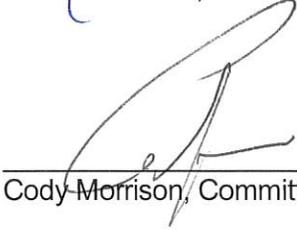
Ms. Donovan provided a brief update on the CDBG Microenterprise Program, including an updated application deadline of February 6, 2026. CDFA continues to advance efforts to formalize monitoring processes for the program. These efforts have been underway over a number of years, including an engagement with subrecipients to update financial management plans and processes, and will continue to support the successful administration of the federal resources.

I. Adjourn – 3:05 PM

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

Respectfully submitted,


Melissa Latham, Director of Communications & Policy


Cody Morrison, Committee Chair