

On Thursday, December 22, 2011, New Hampshire Housing Finance Authority held its monthly Board meeting at the Authority's offices located at 32 Constitution Drive, Bedford, NH. Chair Cashin called the meeting to order at 10:00 a.m. The meeting adjourned at 11:36 a.m.

---

**Members Present:**

William B. Cashin  
Kendall L. Buck  
Stephen W. Ensign  
Amy L. Lockwood  
Kenneth N. Ortmann  
Mary Beth Rudolph  
Stephanye Schuyler

**Members Absent:**

Harvey L. Schwartz  
Michael J. Toomey

**Authority Counsel Present:**

John Deachman, General Counsel  
Thomas Collins, Bond Counsel

**Others Present:**

Dean Christon  
Pat Donahue  
Debi Granfield  
Mark Koppelkam  
Jane Law  
Ignatius MacLellan  
Bridget McMahon  
Jim Menihane  
Gloria Paradise  
Colette Provencher  
Bill Ray  
David Sargent  
Dick Weaver  
Ted Wilkinson

Barbara Feldman, Bank of America, Merrill Lynch  
Mitch Gallo, RBC Capital Markets  
Michael LaFontaine, NH Community Loan Fund  
Mike McQueeney, TRC Energy Services  
Tom Rooney, TRC Energy Services  
Jim Stretz, G.K. Baum

Chair Cashin called the meeting to order at 10:00 a.m.

Mr. Christon acknowledged Attorney John Deachman, Bill Craig's partner, who is in attendance on behalf of Attorney Craig. Mr. Christon provided members with information on funeral services for Mrs. Gloria Craig who recently passed away.

**Approval of the Minutes of the November 17, 2011 Meeting:** Mr. Ensign moved, seconded by Mr. Ortmann, and the Board unanimously approved the following motion:

2011-59      The minutes of the November 17, 2011 meeting are approved as presented.

**COMMITTEE REPORTS:**

**Finance and Administration Committee**

Mr. Ensign reported the Committee met on December 13, 2011 and discussed the extension of the New Issue Bond Program, the Quarterly Budget and the 2012 Health Insurance renewal. Mr. Ensign advised there was no business to bring before the Board.

**Home Ownership Committee**

Ms. Lockwood reported the Committee met on December 13, 2011 and advised the Committee voted to approve the Authority's participation in the 2012 New Issue Bond Program (NIBP) extension.

**Approval: Extension of New Issue Bond Program**

Mr. Christon reviewed the history of the Authority's use of the Bond Program, updating members on changes to the new extension and advised the Authority has \$24 million in unused funds in the program right now. Ms. Rudolph moved, seconded by Mr. Ensign, and the Board unanimously approved the following motion:

2011-60      The Board approves the attached votes authorizing the Authority's continued participation in the New Issue Bond Program through 2012.

Ms. Lockwood advised the Committee discussed the Foreclosure Intervention Counseling Grants. Mr. Christon introduced Ignatius MacLellan, Managing Director of the Home Ownership division. Mr. Christon reviewed the background and upcoming changes of the Foreclosure Intervention Counseling Grants. He advised an RFP will be sent out and the grant requests will then go to the Home Ownership Committee for recommendations in early 2012. Mr. Christon also advised members the funds for this are in the Program Budget. Members had no questions.

**Multi-Family Housing Committee**

**Approval: Greener Homes Financing**

Mr. Ortmann advised the Committee met on December 13, 2011 and spent time reviewing the Greener Homes Financing project. Ms. Lockwood advised she had a potential conflict of interest because of a relationship with the Housing Partnership, sponsor of the New Hope Housing project and wished to abstain from conversation and all votes on that project.

Members were advised the actual amounts may be lower than the maximum amount requested but cannot exceed them. Energy savings was discussed and members were advised the range of energy

savings on the projects was expected to be approximately 26 – 56%. Mr. Ortmann moved, seconded by Mr. Ensign, and the Board unanimously approved, with Ms. Lockwood abstaining, the following motion:

2011-61 The Board of Directors approves a loan under the Greener Homes Program to the following project in the amount detailed below:

- |                        |                  |
|------------------------|------------------|
| <b>1. Project:</b>     | New Hope Housing |
| <b>Location:</b>       | Rollinsford      |
| <b>Maximum Amount:</b> | \$129,100        |

Mr. Ortmann moved, seconded by Mr. Ensign, and the Board unanimously approved the following motion:

2011-62 The Board of Directors approves loans under the Greener Homes Program to the following projects in the amounts detailed below:

- |                        |   |
|------------------------|---|
| <b>1. Project:</b>     | Beaver Mills                            |
| <b>Location:</b>       | Keene                                   |
| <b>Maximum Amount:</b> | \$289,925                               |
| <b>2. Project:</b>     | Berlin Housing Authority Scattered-Site |
| <b>Location:</b>       | Berlin                                  |
| <b>Maximum Amount:</b> | \$254,480                               |
| <b>3. Project:</b>     | Melcher Court                           |
| <b>Location:</b>       | Groveton                                |
| <b>Maximum Amount:</b> | \$178,380                               |
| <b>4. Project:</b>     | Rolling Green Village                   |
| <b>Location:</b>       | Pittsfield                              |
| <b>Maximum Amount:</b> | \$272,800                               |
| <b>5. Project:</b>     | St. Regis House                         |
| <b>Location:</b>       | Berlin                                  |
| <b>Maximum Amount:</b> | \$380,725                               |
| <b>6. Project:</b>     | Troy Senior Housing                     |
| <b>Location:</b>       | Troy                                    |
| <b>Maximum Amount:</b> | \$140,210                               |

**Approval: Mill Knoll Restructuring**

Mr. Ortmann discussed the Mill Knoll Project advising members that this project was formerly an at-risk project and had previously been on the critical watch list. He reviewed the terms and benefits of the restructuring and answered members questions. Mr. Christon advised this restructuring is contingent on the transfer of ownership to a new entity controlled by Paul Stewart. Mr. Ortmann moved, seconded by Ms. Schuyler, and the Board unanimously approved the following motion:

2011-63 The Board of Directors approves a restructuring plan for the Mill Knoll Project in Tilton. This plan is contingent on transfer of project ownership to a new entity controlled by Paul Stewart of Stewart Property Management and includes the following elements:

- 1) A new loan of \$476,395 from the Affordable Housing Fund (AHF) at 1.75% with a 40 year term. This loan will replace the existing loan and provide funding for capital improvements. (Interest on the existing first mortgage loan shall stop accruing as of January 1, 2012.)
- 2) Extension of the term on the existing HOME loan in the amount of \$490,806 to 30 years from the date of the closing of the AHF loan at 0%. (Interest on the existing HOME loan shall stop accruing as of January 1, 2012.)

The Executive Director or designee is authorized and directed to execute the security documents for each transaction and shall add such conditions as are determined necessary. All documents shall be reviewed and approved by the Authority's General Counsel.

With respect to this financing commitment, the Board hereby makes the findings required by NH RSA 204-C.

**Audit Committee**

Mr. Ensign reported on Mr. Schwartz's behalf noting that the Committee did not meet in December.

**UNFINISHED BUSINESS:**

There was no unfinished business to be brought before the Board.

**NEW BUSINESS:**

Mr. Christon briefly discussed the Greener Homes Program and introduced Mr. Wilkinson who discussed the program's background and grants obtained. Mr. Wilkinson acknowledged Tom Rooney from TRC Energy Services as being instrumental in obtaining the grant from the PUC. Mr. Wilkinson introduced Mike McQueeney from TRC Energy Services and Mr. McQueeney gave a presentation to the Board covering the Greener Homes Program. Mr. McQueeney, Mr. Christon and Mr. Wilkinson answered members' questions.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Christon discussed the FY 2012 Organizational Goals reviewing the Mid-Year FY 2012 Report on Key Issues/Initiatives and answering members' questions. He updated members of the desire to have a mini planning session to focus on some of these goals in January immediately following the Board Meeting; all members were in agreement and the decision was made to add this session to the schedule.

Mr. Christon gave an update on the Non Profit Affiliate stating the implementation plan was brought before the Committee and discussed. After additional legal work on the corporate documents, the plan will be brought to the full Board.

Mr. Christon reviewed the Sustainable Communities Initiative Grant and advised members the Authority will be receiving \$1 million in HUD funds, which will be used to create the New Hampshire Community Planning Grant.

Mr. Christon discussed the 2012 Legislative Session Report advising the Authority is in the process of reviewing the Bills. He also advised there will be another cycle of Lead Program funding that the Authority will be applying for.

**PROGRAM ACTIVITY REPORTS:**

Mr. Christon discussed the Home Ownership reports advising volume has been stable. He also advised that 75% of business involves loans with down payment assistance. Mr. Christon reviewed the Fannie Mae Initiative which gives the Authority the option to sell to Fannie Mae; this option will continue through 2012. He reported the Authority will be finalizing a contract extension. Mr. Christon announced that Ignatius MacLellan has been very engaged in the Home Ownership division since joining the Authority and acknowledged Brenda Mahoney for her hard work and dedication heading the division in the absence of a Director.

Mr. Christon reviewed the Rental Assistance Programs report noting things have been stable and the Program Budget of \$28 million should allow for the 98% occupancy level to be maintained.

Mr. Christon reviewed the Multi-Family Development Programs reports discussing the QAP Process advising focus will be on communication with business partners regarding matters such as cost containment, service provision and the amount of the senior set-aside. He advised there will be a series of formal and informal consultations with the expectation to bring the information to the Multi-Family Housing Committee.

**FINANCIAL REPORTS:**

Mr. Christon reported on the successful \$40 million Bond Issue which closed December 21, 2011, noting this generated approximately \$1 million in premium bond capacity for single family down payment assistance. He reported that the Authority is engaged in discussions with rating agencies regarding counter party risk. Mr. Christon advised the Single-Family portfolio shrunk slightly last month due to recent foreclosure activity. He also advised delinquencies have risen slightly.

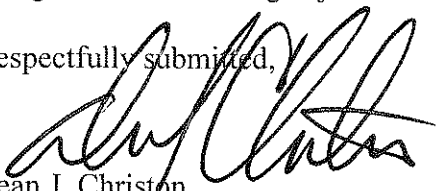
**COMMITTEE MEETING MINUTES:**

The Board had no comments on the Committee minutes presented.

The next Board meeting is scheduled for Thursday, January 26, 2012, at 10:00 a.m.

There being no further business to bring before the Board, Mr. Ortmann moved, seconded by Mr. Ensign, and the meeting adjourned at 11:36 a.m.

Respectfully submitted,



Dean J. Christon  
Executive Director

Attachment: Votes of the Authority Re: New Issue Bond Program (NIBP) Extension