

**Finance and Administration Committee Meeting**  
**Minutes**  
**November 18, 2020**

Committee Members Present: J. Cuddy, Chair, J. Graham, P. Ikawa  
Committee Members Absent: N/A  
Other Board Members Present: C. Norwood, D. Shumway  
Staff Members Present: D. Christon, P. Donahue, B. Frost, N. Kenney, S. Kenney, C. Provencher, G. Reagan, D. Sargent  
Others Present: J. Kimberly, Sapphire Consulting, LLC

Chair Cuddy called the meeting to order at 12:30 p.m. He noted that, as Chair of the Finance and Administration Committee, he recognizes the existence of an emergency due to the COVID-19 crisis and, in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically. Mr. Cuddy began the meeting with a Roll Call of members present and each member stated their presence, location and noted they were alone.

1. Approval: Minutes of the October 14, 2020 Finance and Administration Committee Meeting: Members had no comments on the minutes as presented. Mr. Graham moved, seconded by Ms. Ikawa. A roll-call vote was taken and the motion to Approve the Minutes of the October 14, 2020 Finance and Administration Committee meeting passed by a unanimous roll-call vote.
2. Approval: Partnership Grant Request – Workforce Housing Coalition of the Greater Seacoast - \$40,000: Mr. Reagan reported on the \$40,000 grant request for the Workforce Housing Coalition of the Greater Seacoast (WHCGS), providing details of WHCGS' board and their work in the seacoast area. He noted the importance of WHCGS' local engagement. Ms. Ikawa moved, seconded by Mr. Graham. A roll-call vote was taken and the motion to bring the \$40,000 Partnership Grant request for the Workforce Housing Coalition of the Greater Seacoast to the full Board for approval passed by a unanimous roll-call vote.
3. Approval: TD Bank Lines-of-Credit: Mr. Sargent reviewed the two lines-of-credit (LOC) that the Authority maintains with TD Bank. He discussed the maturity dates, limits, and timing of the renewals, noting the terms will remain the same. Mr. Sargent reported the Authority will have the flexibility to increase or decrease the LOC limits twice during the calendar year as opposed to the previous once a year limit. He then discussed pricing, reporting the LIBOR index is scheduled to terminate at the end of 2021, however, TD Bank has identified a replacement benchmark and has provided assurance that the Authority will see no change in the pass through pricing going forward. In response to members' questions concerning the impact to the LOC in the event of an industry wide rating downgrade, Mr. Sargent advised staff will research the matter further and provide additional information. Mr. Graham moved, seconded by Ms. Ikawa. A roll-call vote was taken and the motion to bring the renewal of the TD Bank Lines-of-Credit, as presented, to the full Board for approval passed by a unanimous roll-call vote.
4. Discussion: Quarterly Financial Review: Mr. Christon discussed staff's efforts to provide reports including pertinent and timely financial information to the Committee, based on committee members' requests for data. Mr. Sargent provided a presentation, reviewing the Authority's financial statements. He discussed the statement of net position, noting the slight

decline in total assets and liabilities. Mr. Sargent reviewed the secondary market activity, grants and subsidies activities and uses of cash. He reported the Authority has not made any advances due to the Ginnie Mae forbearance activity and, since the preparation of the report, only one small advance has been made from the Emergency Loan Fund. Mr. Sargent then reported on the operating budget, discussing variances, and providing a liquidity summary. He also reported on the Voucher Program, advising of a projected shortage and noting the available reserves to cover any shortage. Mr. Sargent reported on the Authority's risk share exposure, providing details. Staff answered members' questions, providing details of the CARES Act funding, and providing a forbearance update. Mr. Sargent reported the multi-family portfolio continues to have no delinquencies and no forbearance requests at this time.

There being no further business to bring before the Committee, Ms. Ikawa moved, seconded by Mr. Graham, and following a roll call vote, the meeting adjourned at 2:00 p.m.