

**Multi-Family Housing Committee Meeting**  
**Minutes**  
**April 14, 2021**

Committee Members Present:	S. Marchant, Chair, A Poore
Committee Members Absent:	M. Skelton
Other Board Members Present:	D. Shumway, K. Buck, J. Cuddy
Staff Members Present:	D. Christon, R. Dapice, P. Donahue, N. Dube, B. Frost, J. Law, D. Pouliot, C. Provencher; D. Sargent, T. Seely
Others Present:	N/A

Ms. Marchant opened the meeting at 9:04 a.m. She noted that, as Chair of the Multi-Family Housing Committee, she 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. Ms. Marchant began the meeting with a roll call of members present and each member stated their location and noted they were alone. Ms. Marchant then asked Mr. Buck to serve as temporary Committee member.

1. Approval: Minutes of the March 17, 2021, Multi-Family Housing Committee Meeting:  
 The members had no comments on the minutes as presented. Mr. Poore moved, seconded by Mr. Buck. A roll call vote was taken and the motion to Approve the Minutes of the March 17, 2021 Multi-Family Housing Committee Meeting passed by a unanimous vote.
  
2. Program Status Report – Development Programs: Mr. Dapice reviewed the reports for the Development Programs. He discussed program goals and noted the upcoming project financing requests. He also reviewed the lease-up report, providing details, noting the strong demand, and discussing effects of COVID-19 on various projects' lease-up status. Mr. Dapice then updated members on the Rockingham Village project in Seabrook, reporting the project has stabilized and occupancy is now near 100%. Mr. Dapice answered members' questions throughout the discussion.
  
3. Program Status Report – Rental Assistance Programs: Ms. Pouliot reviewed the reports for the quarterly rental assistance report. She discussed the recently received budget from the Department of Housing and Urban Development (HUD) noting additional funds which were a direct result of last year's volume. Ms. Pouliot reported staff continues to add clients to the Program from the waiting list, working towards a goal of 98% utilization. She also updated members on the Family Unification Program (FUP) noting staff has seen slight increases in the HUD Foster Youth Independence (FYI) program and advising the Authority only applies for a voucher once a youth has been identified for the program. The Authority can apply for up to 50 vouchers per year for FYI. Ms. Pouliot then reported the waiting list has increased and advised staff is in the process of performing the waiting list update. She noted the larger undertaking of this effort since no update was done in 2020 due to the COVID-19 pandemic. Ms. Pouliot answered members' questions throughout the discussion.
  
4. Discussion: Quarterly Portfolio Review / Critical Watch List: Mr. Dapice reported the quarterly report is being brought forward following a staff review of projects for compliance with affordability, vacancy, and non-discrimination. He reviewed the report, noting no projects are in default and staff has not been seeing late payments. Mr. Dapice then updated members on the Friendship House project which remains on the list from the past several

months. He provided details of the project and reported on AHEAD's efforts to find a new partner, noting it appears one has been found. Mr. Dapice reported progress has been made on getting this partner in place to operate Friendship House and the goal is to be operational and occupied within the next 30 days.

5. Project Financing: Apple Ridge Phase II: Mr. Seely reviewed the Apple Ridge Phase II project, noting this is the second of three phases and that phase I is completed and fully leased. He provided details of the financing request, reviewed the Land Use Restriction Agreements (LURAs) which will be on the property, and reported there will be eight units reserved for the Section 811 PRA Program available for individuals with severe mental illness. Mr. Seely reported, if approved, this project will add quality workforce housing to the seacoast region and answered members' questions, including discussing household size and demographics. Mr. Poore moved, seconded by Mr. Buck. A roll call vote was taken and the motion to bring staff's recommendation for financing of the Apple Ridge Phase II project to the full Board for approval passed by a unanimous vote.
6. Project Financing: Heater Landing: Mr. Seely reviewed the Heater Landing project. He provided details of the financing request, reviewed the LURAs which will be on the property, and reported there will be four units reserved for the Section 811 PRA Program available for individuals with severe mental illness. He reported the project will be seeking National Green Building Certification and noted, if approved, this project will provide much-needed workforce housing in the community. Staff then answered members' questions. Mr. Buck moved, seconded by Mr. Poore. A roll call vote was taken and the motion to bring staff's recommendation for financing of the Heater Landing project to the full Board for approval passed by a unanimous vote.
7. Project Financing: Woodland Village Phase I: Ms. Dube discussed the Woodland Village Phase I project, noting this is the first of two phases, and staff anticipates bringing phase II to the Committee in the May or June meeting cycle. She discussed the project's developer and provided details of the financing request, noting the participation loan with Wespath. Ms. Dube reported on the LURAs which will be on the property, discussed the market study and noted the Passive House Certification. Mr. Poore moved, seconded by Mr. Buck. A roll call vote was taken and the motion to bring staff's recommendation for financing of the Woodland Village Phase I project to the full Board for approval passed by a unanimous vote.
8. Approval: Additional Loan for Academy Street Family Housing: Ms. Dube discussed the Academy Street Family Housing. She reviewed the project's previously approved financing and reported the certificate of occupancy was received at the end of March. Ms. Dube then discussed the project's budget deficit, providing details of the amounts and causes of the deficit. She reviewed the request for additional financing request and reported that, due to errors that were made, going forward the CAP agency would be required to use a development consultant for a future project. Ms. Dube answered members' questions, reporting on project oversight and efforts to mitigate errors in the future. Mr. Buck moved, seconded by Mr. Poore. A roll call vote was taken and the motion to bring staff's recommendation for an additional loan for the Academy Street Family Housing project to the full Board for approval passed by a unanimous vote.

9. Approval: Assistance Program for Construction Cost Increases: Mr. Dapice discussed the proposal for an assistance program to assist with construction costs increases. He reported on overall increases in prices, including issues related to the COVID-19 pandemic, resulting in increases which are greater than developers could have predicted. Mr. Dapice reported staff is requesting to use funds in the Program Plan that have not yet been committed and reviewed the details of the proposed program. Mr. Christon noted the process for the use of the program and advised members' will be updated regularly, including providing a final report to the full Board at the end of the fiscal year. In response to members' questions, staff noted that if the program is successful and the need continues, staff will address continuation of the program in the upcoming program plan. Members requested monthly updates at the Committee meetings and also noted appreciation for the Authority's flexibility in these unusual times. Mr. Poore moved, seconded by Mr. Buck. A roll call vote was taken and the motion to bring staff's recommendation for an initiative to provide supplemental capital resources for affordable housing projects to the full Board for approval passed by a unanimous vote.

There being no further business to bring before the Committee, Ms. Marchant moved, seconded by Mr. Buck. A roll call vote was taken, and the meeting was adjourned at 10:10 a.m.