

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES
MONDAY, AUGUST 22, 2022 – 5:30PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH
(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)**

APPROVED

Lincoln Board of Selectmen Present: Chairman, OJ Robinson; Vice Chair, Tamra Ham and Selectman Jack Daly

Staff Present: Town Manager, Carina Park and Fire Chief Ron Beard

Excused: Executive Assistant, Jane Leslie.

Public Present via Zoom: Paul Beaudin II

Public Present: Jim Welsh, Debbie Celino, Cliff Dauphine and Al Poulin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:30 pm.

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS meeting minutes of August 15, 2022 as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

MOTION: “To approve the Non-Public BOS meeting minutes of August 15, 2022 as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

III. REVENUES DISCUSSION

Carina explained that the Town's MS-434, Estimated Revenues (per RSA 21-J:34) is due by September 1st, and she and Finance Director, Johnna Hart have reviewed the estimated revenues to date, along with projections to the end of the year, and they noted that what had been estimated at the beginning of the year during the budget cycle compared to what the town is preparing to submit to DRA (Department of Revenue Administration), reflects approximately a \$95k increase to revenues, which consists mostly of additional grant funding that the town received this year (unanticipated). A discussion ensued on some of the specific line items, and the Board felt that overall, this was good news.

IV. OLD/NEW BUSINESS

Town Manager's Report:

ARPA (American Rescue Plan Act) 2nd Installment Payment:

The Town will be holding a public hearing to accept the 2nd installment of ARPA funds recently received (\$92,126.89). The public hearing is scheduled for September 12th (next BOS meeting).

Town Employee COVID-19 Policy:

The Town's Employee COVID-19 policy has been updated to reflect the current CDC Guidelines regarding exposure to an individual with the COVID virus. Going forward, employees will no longer be required to quarantine due to exposure, and the travel quarantine timeframes are no longer applicable (see attached).

MOTION: “To approve the revisions to the Town of Lincoln's Employee COVID-19 Policies.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

Granicus Short-Term Rental (STR) Update:

Carina and Lisa met with the Granicus STR Project Manager last week and established a schedule for the User Acceptance Modules to test the system to ensure for accuracy. The Town's Stripe Account (payment processing platform) has been established which will allow for ACH deposits of the short-term rental fees; and the next step will be for staff training, and then to go "live" in September (providing all goes well). Granicus has identified 607 currently active short-term rental units in town (19 new units within the past 30-days).

Old Hole Swimming Area Site Visit:

Carina, Nate, and Selectmen Robinson and Daly conducted a site visit to the Old Hole swimming area and have decided to speak with the land owner about the potential of relocating the current easement to a more accessible location off of Route 112 [as part of a major lawsuit settlement agreement, the town gained a parking area; a path, and the rights to a section of the levee to use]. The current trail that is part of the easement lays on steep terrain, and most visitors to the Old Hole are utilizing the old trail that goes by the substation, or they are using the trail that has been essentially the road down to Old Hole for years. After looking at the steepness of the trail on the town's easement, the overall consensus is that the other two (2) trails are going to be the easiest, most practical routes down to the Old Hole versus the town's easement, therefore, they all agree that it is best to just leave it the way it is.

Selectman Daly commented that he had reached out to the landowner to invite him on the site visit, however, he had not heard back from him until later on in the afternoon. Daly explained that he discussed how it would be better for the Town residents and guests if they utilized an easier access point to the Old Hole because it was going to be an expensive endeavor for the town to build and maintain a trail within the confines of the current easement. Daly noted that Carina was meeting with the landowner this coming Wednesday (8/24/22), and this was going to be part of the discussion. There was also a discussion about whether or not the curb cut was *permanent* or *temporary*, and Selectman Ham noted that DOT had made it clear several years ago that this was only a *temporary* curb cut for the town to work on the levee.

Trustee of the Trust Fund Disbursement:

At the end of July, 50% of the Capital Reserve allocations were disbursed to the Trustees (\$590k) per the Trustee's request. Robinson noted that he had reviewed the Audit Report submitted by DRA (Department of Revenue Administration) and was not aware that in 2020 the interest earned on the Trust Fund investments was \$120k; however, in 2021, the interest in earnings was a negative -\$20k.

PlanNH Housing Grants:

As part of the InvestNH Plan (State of NH's one-time grant program aimed at addressing housing needs), PlanNH is offering grants to hire consultants who will audit the town's Land Use Regulations and make recommendations for changes to promote community housing development. Carina noted that the Board had previously discussed amending the Land Use Planning Ordinance to be more flexible and incentivizing for those looking to build workforce housing in the community. Daly commented that this is under the purview of the Planning Board, however, he wanted to go on record stating that he fully supports the Planning Board's efforts if they should decide to apply for this grant (grant application deadline is June 30, 2023). The Board thought that this was a great idea, and Robinson said that he would draft a letter to the Planning Board on behalf of the Board of Selectmen informing them of this grant opportunity, and recommending that the Town submit an application (and hire a grant writer if necessary).

MOTION: "The Board of Selectmen support encouraging the Planning Board to submit a grant request for PlanNH."

Motion: Jack Daly

Second: Tamra Ham

All in favor.

NHDES Wetlands Permit:

The town received notice from Horizons Engineering regarding a Wetlands Permit Application from Loon Mountain to complete upgrade repairs to the intake for their snowmaking system (this project is similar to the main snow-making intake downstream from the site). Selectman Daly noted that he recently attended the Pemigewasset River Local Advisory Committee (PRLAC) meeting where they were discussing Loon Mountain's water intake from upstream on the river, and noted that they would be keeping Loon Mountain on their "radar."

Waste Management Contract:

The Solid Waste Facility's Waste Management Agreement (transfers/hauls municipal solid waste) expires at the end of the month (8/31/22). Prices have increased (1) per haul, and, (2) per ton, and both Lincoln and Woodstock will need to revisit the C&D fee schedule this fall. DPW Director Hadaway feels it is best to renew for another term (3-years) due to time constraints, however, both Nate and Carina would like to put this out to bid prior to entering into future contracts. Selectman Ham asked Carina to reach out to Judy Welch (Woodstock Town Administrator) and/or zoom into Woodstock's next BOS meeting (8/23/22) to update the Board on this news because this is a jointly operated facility.

Chenard Site Cleanup Deadline:

The deadline for Mr. Chenard to clean up his property(s) was August 20th consistent with the Grafton County Superior Court Order dated April 13, 2020 (affirmed by the NH Supreme Court on January 19, 2022). Effective August 20, 2022, the Town can impose a civil penalty of \$50 per day until the nuisance is removed and/or abated to the satisfaction of the governing body. Carina spoke with Town Counsel to determine "next steps" upon now entering the penalty phase. Per Town Counsel Jason Dennis, from this point going forward, the Town should document the current status of the site; and then send a letter to Mr. Chenard and his attorney that the property has not been cleaned up to the Town's satisfaction, and the imposition of civil penalties has begun effective August 21, 2022.

Route 3 Water System Infrastructure:

Director Hadaway feels that now would be a good time to begin a discussion on Route 3's aging water system infrastructure as it is antiquated and beginning to fail, and it is going to be a major water rehab project. Hadaway had spoken with Sam Kenney (Weston & Sampson) who provided a rough estimate of \$10k-\$12k for an initial scope of services to begin the water rehab project (rough estimate of actual project costs are approximately \$1.5M per mile) and would begin at Woodward's, and go up Rt. 3 to Parkers Motel. Selectman Ham feels that they need to determine when this project will take place, so that they can prepare to put it on as a bond article for Town Meeting (March 2023). Carina further explained that Director Hadaway's goal is to have enough money in the CIP so that funding for engineering services is available whenever the town is prepared to take the next step. Robinson was in favor of having a scope of services in preparation for March 2023 Town Meeting so that this preliminary information can be presented to the voters (why we need it now, or for the following year). Robinson remarked that this money (\$10-\$12k) could come out of Nate's engineering line item in his operating budget, and/or his CIP (if necessary).

NEW BUSINESS:**Timber Tax Warrant:**

The Board signed a timber tax warrant for the Loon Landing Development.

School Funding Formula Committee:

The Selectmen received an email from Paul Beaudin (member - School Funding Formula Committee) questioning what the Selectmen's goals were for the Committee. Tammy noted that the School Funding Formula Committee recently held their first meeting (organizational & scheduled meeting dates) and her suggestion would be to see the funding formula go back to 50/50 equalized evaluation, and 50/50 average daily membership (currently Lincoln pays 65% of the total bill). Tammy explained that this committee is going to make a recommendation (and take a vote) and then bring it to the School Board who will make a decision on presenting it to the voters at the District Meeting (who will take a vote); and it will then go to the State of NH for approval.

Paul Beaudin commented that there are several things to consider: (1) the makeup of the current School Board is more Lincoln residents than it previously had been (2014), (2) Paul has a concern with the *unbiased member* (prefers someone with no knowledge/affiliation with a school system versus someone who does), and, (3) it is going to cost Lincoln no matter what, however, the question is, how much? A discussion ensued on the funding formula process, and OJ clarified for the public listeners that 50/50 does not refer to Lincoln paying 50% and Woodstock paying 50%, but rather 50/50 refers to half of the formula being based on per student ratio, and the other half of the formula is based on equalized assessed evaluation (of which Lincoln far surpasses Woodstock's evaluation) therefore, Lincoln will always be well-over 50% of the total. Paul commented that Lincoln may be a property-rich community, however, it has millions of dollars' worth of future projects (i.e., Route 3's water infrastructure; new water tank, possibly a new Wastewater Treatment Facility, Safety Services Building, Main Street water/sewer upgrades, new cells at the Water Treatment Plant etc.) that will eventually need to be addressed. Paul feels that the funding formula does not address or take into account the major infrastructure expenses that the town currently has, and will have to address in the near future. Paul feels that the school funding formula should include a component that addresses the towns costs/expenses, and the unbiased member should be completely neutral and independent of anything to do with school systems.

Selectman Daly questioned what the total apportionment was. Paul responded that less the funded balance to the school, the total apportionment was \$7,775,791 (Woodstock pays 35% & Lincoln pays 65% - \$5,054,000). Robinson supports the idea of having the three (3) Lincoln residents who sit on the committee, meeting in advance of the scheduled meetings to go over the data, as well as keeping the Board of Selectmen informed as the process goes forward.

OLD BUSINESS:

Black Mountain Road Repair Project:

Director Hadaway was able to make contact with the NH Electric Coop regarding them moving their utility lines from under Black Mountain Road so that he can complete the road repair project. According to the Coop, the Town should be receiving communications from them in the near future.

Town Hall HVAC System:

Carina and Director Hadaway had recent discussions concerning what Town Hall's HVAC needs were, along with the NH Electric Coop's Energy Audit findings. An energy audit was conducted in 2020 on the Town Hall building with partial support by the NH Electric Coop as part of their energy efficiency program which was commissioned in part to identify energy saving measures in the building. Carina asked the Board what their end goal was, and whether they wanted to totally replace the system, or have supplemental repair work done (Director Hadaway's recommendation is to hire an HVAC engineer to assess the Town Hall building). Carina noted that she had concerns over spending \$10k to add an AC unit, and questioned if this is even necessary. Tammy explained that they are not *adding* AC units, these are replacements of old/aging units that were slated to be replaced on an annual schedule. Robinson suggested that prior to adding/changing *any* systems in the building, they hire an HVAC Specialist to assess Town Hall's current mechanics

and repair the large units upstairs (bring them up to date), and to obtain an honest opinion on whether or not all three (3) units need to be replaced at once, or can one unit at a time be replaced.

Paul Beaudin recommended having the NH Electric Coop's subsidiary group come in and conduct an Energy Audit on the Town Hall; and they will also be able to do air leakage testing as well as heat loss detection to make the building more energy efficient.

Public Participation

Paul questioned where Loon Mountain was going to be installing the new intake gallery. Chief Beard commented that this work is being done at the old river pumphouse. Paul suggested that this would be a good time to have a discussion with Loon Mt. about putting in a new feed to the Village of Loon (under the river) as a secondary standby. Robinson commented that this is going to be a very expensive endeavor if/when the town ever has to do this.

Paul commented that there was a point in time when there had been discussions about the Solid Waste Facility utilizing the rail system to move trash down to a southern location in the state.

V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Personnel & legal

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c,e)."

Motion: OJ Robinson Second: Tamra Ham All in favor.

The BOS went into Non-public session at 7:10 p.m.

MOTION: "To re-enter public session."

Motion: Jack Daly Second: Tamra Ham All in favor.

The Board reconvened public session at 7:35 p.m.

VI. ADJOURNMENT

After review of the weekly payables and with no further business to attend to, the Board made the following motion:

MOTION: "To adjourn."

Motion: Tamra Ham Second: Jack Daly All in favor.

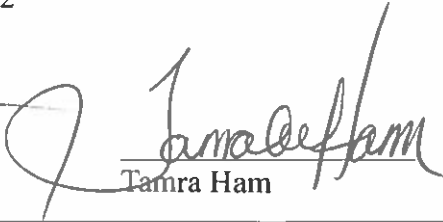
The meeting adjourned at 7:35 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: September 12, 2022

Lincoln Board of Selectmen:


Chairman O.J. Robinson


Tamra Ham


Jack Daly

[illegible]



TOWN OF LINCOLN

EMPLOYEE COVID-19 POLICIES

Approved July 30, 2020 (Amended February 22, 2021)
(Amended April 19, 2021) (Amended January 3, 2022)(Amended August 22, 2022)

In light of concerns about the current health crisis associated with the Coronavirus (COVID-19) outbreak, we are updating the following protocols to mitigate concerns, protect our employees, and prevent contagion.

As of this date, it is important to recognize that Lincoln has inhabitants that have tested positive for the Coronavirus. The State of New Hampshire and the Federal government continue to monitor the situation on a daily basis and may modify the following protocols if and when it becomes necessary.

DEFINITIONS:

Exposure: Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus (i.e., less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period).

TOWN PREVENTION MEASURES: Pursuant to the CDC Guidelines, Town of Lincoln Employees should adhere to the following guidance:

If you test POSITIVE for COVID-19: Regardless of vaccination status, you should isolate yourself from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results. If your results are positive, follow the full isolation recommendations below:

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can return to work.
- Continue to wear a mask around others for 5 additional days.

If you have a fever, continue to stay home until your fever resolves.

If you were EXPOSED to someone with COVID-19:

- Take precautions- Wear a high-quality mask time you are around others inside your home or indoors in public.
- Watch for symptoms-If you develop symptoms isolate immediately and get tested.
- Get tested at least 5 full days after your last exposure even if you do not have symptoms.
- If you test negative on day 5-Continue taking precautions through day 10
- If you test positive-Isolate immediately.

PERSONAL PREVENTION MEASURES:

- Wash your hands with soap and water frequently and thoroughly.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue into the trash.
- Clean and disinfect frequently touched objects and surfaces.

- Wear a mask when in public areas or within 6 feet of another person.
- Employees who think they may have been exposed to COVID-19 should contact their healthcare provider immediately. If the exposure occurs during the course of your job duties, also let the Town Manager know.

Besides these administrative and personal prevention measures, we maintain a normal operating posture. We will keep you informed of any changes to our operations if and when they become necessary.

STAY HOME WHEN YOU ARE SICK!

Symptoms of COVID-19 include the following: fever, cough, shortness of breath/difficulty breathing, fatigue, chills, nausea, muscle or body aches and/or headache, the new loss of taste or smell, sore throat, congestion or runny nose, vomiting, or diarrhea.

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- If you stay home pursuant to this section (i.e., because you are sick with a respiratory illness), please also contact the Town Manager or his designee to assess whether FMLA or another leave policy may apply.
- You will not be required to provide a healthcare practitioner's note for absences due to acute respiratory illness to validate your illness or return to work, as healthcare provider offices and medical facilities may be extremely busy and unable to provide such documentation in a timely way. We will revert to our standard requirements once this crisis is under better control.
- If you are ill at work, the CDC recommends, and we will follow, that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- At this time, we will not request or require testing of asymptomatic employees who may have had casual interaction with a person who has tested positive for COVID-19 (e.g., a customer paying their taxes or visiting the library to check out a book). We will follow the recommendations from the CDC and the State of NH DHHS on this should they change.
- Be mindful that we have flexible policies that permit employees to stay home to care for a sick family member. We are mindful that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and HR and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans

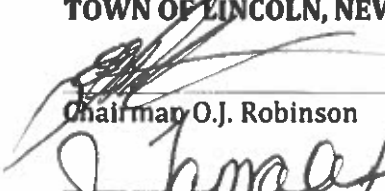
with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 may refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Note: It remains possible that fully vaccinated or previously infected people could still acquire asymptomatic SARS-CoV-2 infection or attenuated (milder) COVID-19. Therefore, even people who are fully vaccinated or previously infected still need to monitor themselves for symptoms of COVID-19, continue to practice physical distancing, avoid social groups and gatherings, and wear face masks at all times when in public places and facilities. First responders should continue to follow all recommended infection control and personal protective equipment (PPE) guidance.

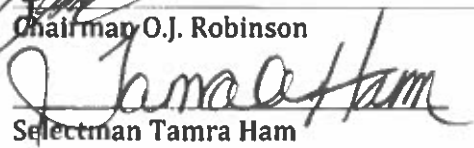
NOTE: Should Lincoln become impacted by community spread of COVID-19, we will issue additional guidelines related to protocols for essential and non-essential workers.

POLICY REVIEWED AND APPROVED ON THIS 22nd DAY OF AUGUST 2022

**LINCOLN BOARD OF SELECTMEN
TOWN OF LINCOLN, NEW HAMPSHIRE**



Chairman O.J. Robinson



Selectman Tamra Ham



Selectman Jack Daly

INVESTNH HOP GRANTS

North Country Council RPC Letter of Interest



[Click here to explore the InvestNH HOP grant webpage or visit \[www.invest603.com\]\(http://www.invest603.com\)](#)

This year the state of NH has launched a series of exciting new grant programs aimed at understanding and planning to meet local housing needs across communities in the state. These *Housing Opportunity Planning Grants* are a no-match program to help towns & cities study housing markets and needs, conduct community engagement, and explore way to change or create new regulations to help provide more housing options.

OPPORTUNITY TO WORK WITH NCC STAFF

The purpose of this letter of Interest is to identify municipalities in the Region that are interested in applying for a HOP grant and utilizing NCC staff as a consultant to complete the local work the InvestNH HOP grants will support.

This Letter is not part of the NHHFA HOP Grant application. Each community must complete a HOP grant application separately.

HOW TO USE THIS FORM

- Municipalities interested in working with NCC in HOP Grant activities, or seeking assistance with the HOP grant applications should complete this form.
- Return it to: Kaela Tavares, NCC Planning and Economic Development Coordinator (ktavares@nccouncil.org)

QUESTIONS TO COMPLETE

- **Name of municipality:** _____
- **Local Point of Contact:** _____
- **Goals of HOP grant funded work:** *In 1 to 3 sentences, briefly describe what your municipality hopes to accomplish through this work.*

- **Local stakeholders who will commit to complete the HOP Grant Housing Academy** (minimum of 2, maximum of 3)(*See exhibit A of NHHFA HOP grant application for details on the Housing Academy.*)
 - **Stakeholder 1:** _____
 - **Stakeholder 2:** _____
 - **Stakeholder 3:** _____

FLIP THE PAGE TO ANSWER ONE FINAL QUESTION



NORTH COUNTRY COUNCIL

HOP GRANT WORK AREA(S)

Circle at least one (1) Work Area, or all that apply
(Click here to read the InvestNH HOP grant application guidelines for more details. The text below was developed by NHHFA.)

WORK AREA #1

Needs Analysis & Planning (Up to \$25,000 award) which may be used for the following:

- Focus areas: Understanding and mapping housing, income, and demographic data, including housing market costs, housing units needed to meet future expected growth in a municipality and the region, and the affordability of a municipality's housing for all income ranges;
- Reviewing the existing master plan to identify sections that are related to or impact upon housing development, and drafting revisions to those master plan sections for the purpose of supporting increased housing supply; and
- Community engagement efforts to support the development and adoption of master plan revisions.

WORK AREA #2

Regulatory Audit (Up to \$50,000 award) which may be used for the following:

(The audits may be structured to do any of the following tasks (these tasks are intended to be illustrative not exclusive)

- Identify barriers to housing development that may exist in standards or processes;
- Identify outdated regulatory schemes;
- Specify changes to existing regulations;
- Identify opportunities for new regulations;
- Cross-reference different regulations to ensure that they are not in conflict.

WORK AREA #3

Regulatory Development (Up to \$100,000 award) which may be used for the following:

- Regulations to be created or revised may include, but are not limited to: Zoning; Subdivision regulations; Site plan regulations; Any provisions adopted under RSA 674:21 that are related to or impact upon housing development; Local building codes; and Local tax incentives, including RSA 79-E.

(Please be aware that all work areas must be accompanied by a community engagement effort, which may rely on current or prior community engagement work. Communities seeking Regulatory Development must commit to making a good-faith effort to bring the Regulations to a formal vote for adoption.)

CAPITAL GRANT PROGRAM – Project Specific Funding

TOTAL OBLIGATION.

\$60 million including \$10 million to NH Housing Finance Authority (NHHFA) programming

PROGRAM DESCRIPTION.

Flexible supplemental funding available for development of new multifamily rental housing units in the State. This program is intended to accelerate unit production in projects already using other private and/or public funding sources.

ELIGIBLE ACTIVITIES.

- Construction and other hard costs such as
 - Infrastructure upgrades necessary for project
 - Environmental remediation (hard costs)
 - Construction
 - ADA required upgrades
- NOT eligible:
 - Soft costs such as permitting costs, engineering, legal, or architecture
 - Land acquisition
 - Landscaping
 - Financing costs
 - Developer fees

ELIGIBLE APPLICANTS.

- Responsible project developer and/or owner of multifamily rental housing project of 3 or more units per structure
 - Must add to housing stock (no rehab of existing housing)
 - Housing must be used for long term residential and not for short term or seasonal rentals.
- In order to apply, local permits must be completed and construction eligible to be underway. Conditioned permits are allowed as long as the conditions are solely related to pending action from the State of New Hampshire.
- Applicant must identify the reason for funding and demonstrate a matching dollar for dollar investment of requested award

PROGRAM OPERATION SUMMARY.

- Applicants for projects with more than 15 units or over \$3 million in total development cost must demonstrate an affordability commitment. Eligible confirmation of this would include:
 - Project funding must include other grants, loans, or tax credits that include a requirement that units be available for rent by individuals or families with incomes at or below 80% of area median income.
 - A minimum of 20% of the project units are reserved for people with limited income as defined by the permitting municipality. Rent restrictions will be in place for at least five years.
- Applicants for projects with 15 units or fewer or less than \$3 million in total development costs will be subject to a rent cap below the maximum rent affordable to 80% of the average median income applicable in the area of the property. Grant recipients would agree to maintain that rent level (adjusted annually) for a minimum of five years.
- Cap of \$3 million per project.
- Program is envisioned to run on 6-week application cycles. Initial rounds will be limited to nonprofit developers and for those with less than 10 units
- Applications will open Monday, June 20, 2022 through Friday, June 30, 2023. Projects must aim to be complete within 18 months.



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**



April 29, 2022

New Hampshire Executive Council
State House
Concord, NH 03301

RE: InvestNH item

Dear Councilors,

During the April 20 Council meeting, we had a robust discussion on the InvestNH program to bring \$100 million to address the workforce housing crisis in New Hampshire. At that meeting we discussed many aspects of the proposal and in the end, the Council clearly expressed a desire to see more program details. To be thorough, I subsequently followed up with each of you, offering to take on any new or additional written questions. Although I have not received any additional questions to date, I am pleased to provide you the detail included herein.

This document provides additional specific details related to program functionality for each of the four grant programs we've proposed. I have also assembled a question and answer section to get at some of the specific issues that came up at the meeting on April 20.

I look forward to having an opportunity to discuss this with you again at your next meeting on May 4. I appreciate your desire for these details and am hopeful that you reach a point that allows you to support our request to obligate these resources to address the current housing crisis. I cannot emphasize enough that time is of the essence here as we move to have this program available for the upcoming construction season while remaining mindful of the relatively short window we have under the ARPA rules.

Please don't hesitate to contact me if you have further questions.

Respectfully,

A handwritten signature in blue ink, appearing to read 'T. Caswell'.

Taylor Caswell
Commissioner

100 North Main Street, Suite 100
Concord, New Hampshire 03301

603.271.2341

visitnh.gov nheconomy.com choosenh.com

- Funds would be issued on a reimbursement basis.
- Applications will undergo analysis that may include the following:
 - Project costs and request are reasonable
 - Projected rents meet housing needs as proven by data about housing needs in area of project
 - All sources of project financing are committed
 - To the extent practicable, InvestNH funds are not substituted for non-federal financial support

MUNICIPAL PER UNIT GRANT

TOTAL OBLIGATION.

\$30 million

PROGRAM DESCRIPTION.

Flexible grants for municipalities that issue permits for eligible housing within six months of initial application.

ELIGIBLE ACTIVITIES.

- Flexible grant to municipality. Limited restrictions on use (follow SLFRF revenue replacement guidelines).
- Grants made on a per-unit basis for housing that have five or more rental units and add to local housing stock.
 - To be eligible under this program, units must meet the same criteria as the capital grant program.

ELIGIBLE APPLICANTS

- NH municipalities
- Local permits must be complete at least six months from initial application. Conditioned permits are allowed as long as the conditions are solely related to pending action from the State of New Hampshire.

PROGRAM OPERATION POINTS.

- Rolling applications until funds are gone
- Grant award = \$10,000 per unit.
 - Cap of \$1m per project.
 - Limited to \$1m per municipality
 - Waivers can be issued to this cap for units that otherwise fit the requirements of the program but are specifically for units built to Universal Design standards

MUNCIPAL ZONING GRANT

TOTAL OBLIGATION.

\$5 million

PROGRAM DESCRIPTION.

Grant program to municipalities to support and study zoning or regulatory causes of a lack of affordable housing, identify potential changes to zoning rules and regulations, and/or establish or update those rules and regulations in response to those findings.

ELIGIBLE ACTIVITIES

- Grant funds are for some or all of the following services:
 - work with the municipality and local community to identify its housing needs and understand development options
 - review current regulations
 - re-write or create new zoning regulation
- Stated primary goal of the request must be to *increase* housing stock.

ELIGIBLE APPLICANTS.

Incorporated cities and towns.

PROGRAM OPERATION POINTS.

- Rolling applications until funds are depleted.
- Funds must be obligated by December 2023 and completely spent by September 2024.

MUNICIPAL DEMOLITION GRANT

TOTAL OBLIGATION

\$5 million

PROGRAM DESCRIPTION.

Grant funding for demolition of vacant or dilapidated buildings.

ELIGIBLE ACTIVITIES

- Demolition of vacant or dilapidated buildings and any associated environmental abatement measures.
 - Portion of buildings allowed.
- Municipality requesting demolition certifies that:
 - The project or portion of the project is obsolete as to physical condition, location, or other factors, making it unsuitable for housing purposes; and
 - No reasonable program of modifications is cost-effective to return the project or portion of the project to useful life.
- Demolition must be paired with greening or other lot improvements as part of a revitalization strategy.
- Permit review requirement costs are eligible (environmental, historic review, etc).
 - Reimbursement basis

ELIGIBLE APPLICANTS

- Incorporated cities or towns.
- All necessary permits and certifications must be in place to request funds

PROGRAM OPERATION POINTS.

- Must demonstrate how use of this program will improve housing situation
- Preference for projects that will directly result in a housing development project
- Cap of \$500,000 per grant
 - Under some circumstances and with defined approvals, the cap could be exceeded in rare cases if there are sufficient funds.
 - Funds must be expended by December 31, 2024

QUESTIONS AND ANSWERS

Q: How will InvestNH guarantee that funding will get to low- and moderate-income tenants?

InvestNH applicants must demonstrate that units in their projects will only be available to tenants at 80% or below the area median income (AMI) or have rent restrictions that do not exceed the maximum affordable rent for tenants at or below 80% AMI.

Q: How does using existing funding programs guarantee affordability?

Programs that fund affordable housing always require the recipient to use specific limits on the incomes of the renter or of the rent cost of the unit. InvestNH grants to projects over 15 units or \$3m in development cost must also be using one or more of these existing affordable housing funding programs. This will guarantee that the projects InvestNH is funding will always include affordability commitments. For projects smaller than that, applicants will be required to commit to a rent cap below the maximum rent affordable to 80% of the average median income applicable in the area of the property.

Q: What types of projects could use the capital fund?

- Mixed income development
- Mixed use development (commercial and residential)
- Small-scale conversions of large single family homes to apartments

Q: What are examples of these rents in NH communities?

A full chart is attached, but the capital grant program would require rents be affordable for a family of 3 at 80% of AMI. According to HUD standards, these rents could not be higher than:

Manchester:	\$1,820
Nashua:	\$2,200
Portsmouth – Rochester:	\$2,100
Grafton County:	\$1,600
Cheshire County:	\$1,630
Coos County:	\$1,260

Q: Are there examples of projects that have seen funding gaps after funding was secured?

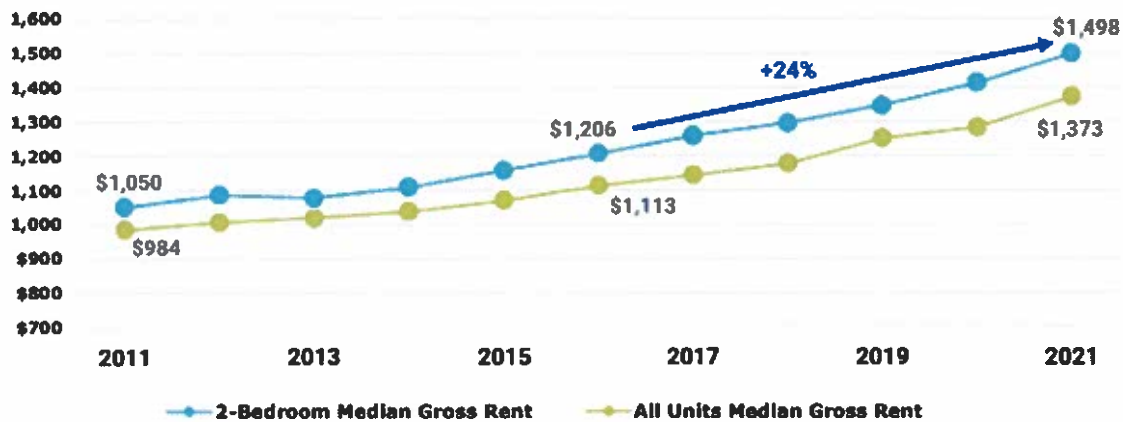
Conway:	Avesta Housing project cost increase of \$1.2 million
Rochester:	Champlin Place gap of \$812,000 (65 units)
Salem:	Depot & Main gap of \$1,000,000 (74 units)
Milford:	Milford Senior Housing gap of \$1.2m (88 units)
Concord:	The Rail Yard gap of \$1.2m (96 units)
Swansey:	Swansey West gap of \$1.2m (84 units)

Q: What are the needs in New Hampshire regarding availability and affordability of housing?

MONTHLY MEDIAN GROSS RENTS, 2-BEDROOM & ALL UNITS (STATEWIDE, 2011 - 2021)

Includes utilities

The statewide median gross rent (including utilities) for a 2-bedroom unit has increased over 24% in the past 5 years.

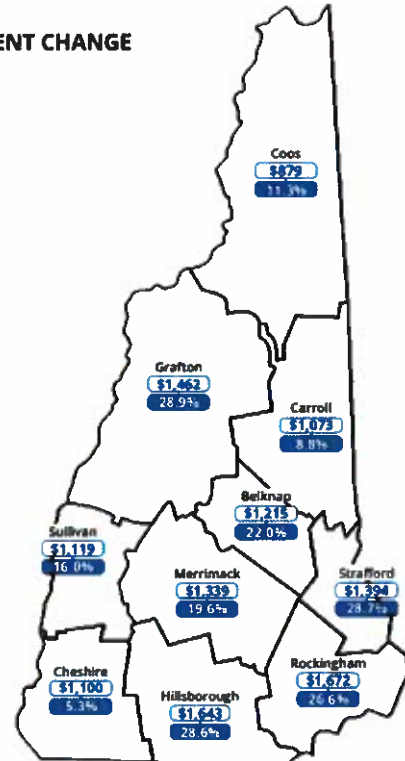


2021 MEDIAN MONTHLY GROSS RENT AND PERCENT CHANGE BY COUNTY FOR 2-BEDROOM UNITS, 2016 - 2021

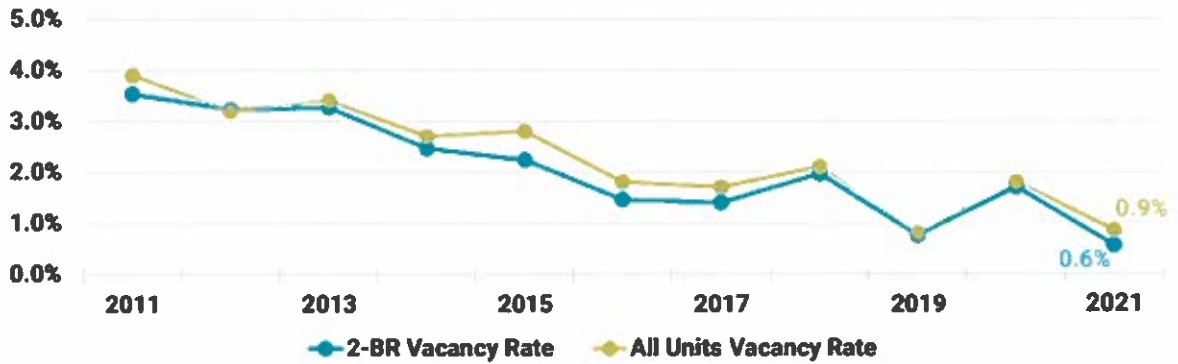
The statewide median gross rent for a 2-bedroom unit in 2021 was \$1,498. Eighty percent of the rental units surveyed are in the southern tier (Hillsborough, Rockingham, Merrimack, and Strafford counties) and they have the highest median gross rents. The rental costs seen here in Grafton County are driven by the market in the Hanover/Lebanon area.

Median Monthly Gross Rental
Cost for 2-Bedroom Units

Percent Change in 2-Bedroom
Median Gross Rent Over 2016-2021



STATEWIDE VACANCY RATES, 2-BEDROOM & ALL UNITS (2011 - 2021)



VACANCY RATES FOR ALL UNITS (STATEWIDE & COUNTY)

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
STATEWIDE	3.5%	3.2%	3.3%	2.5%	2.2%	1.5%	1.4%	2.0%	0.8%	1.8%	0.9%
Belknap County	8.9%	3.3%	7.5%	5.3%	1.2%	4.9%	4.6%	4.0%	2.0%	1.0%	1.2%
Carroll County	11.3%	5.1%	3.1%	3.6%	3.9%	1.4%	0.0%	*N/A	*N/A	2.7%	0.7%
Cheshire County	6.4%	7.1%	2.5%	3.7%	3.2%	4.5%	1.0%	1.7%	0.9%	1.9%	1.7%
Coos County	15.2%	12.6%	9.5%	7.9%	9.2%	6.9%	10.7%	3.7%	1.0%	1.7%	0.6%
Grafton County	7.6%	7.5%	3.0%	3.9%	2.7%	3.0%	3.0%	3.9%	0.3%	2.8%	1.1%
Hillsborough County	2.2%	2.2%	2.6%	2.1%	2.3%	0.9%	1.2%	1.8%	1.0%	2.3%	0.9%
Merrimack County	4.8%	2.7%	3.3%	2.5%	1.7%	1.2%	1.1%	2.5%	0.5%	1.2%	0.4%
Rockingham County	2.7%	3.2%	3.4%	2.1%	1.9%	1.0%	1.1%	1.0%	0.3%	0.9%	0.8%
Strafford County	3.3%	3.6%	4.9%	2.1%	2.3%	1.4%	1.2%	2.6%	0.8%	2.1%	0.9%
Sullivan County	5.7%	7.4%	7.3%	5.8%	2.7%	6.4%	2.2%	0.9%	0.0%	0.0%	0.5%

	Renters		Renters		Renters		Renters	
	100% of 2022 HUD Median Area Income	60% of 2022 HUD Median Area Income Adjusted for a family of three	80% of 2022 HUD Median Area Income Adjusted for a family of three	100% of 2022 HUD Median Area Income Adjusted for a family of three	120% of 2022 HUD Median Area Income Adjusted for a family of three			
	Income	Income	Estimated Maximum Affordable Monthly Rent	Income	Estimated Maximum Affordable Monthly Rent	Income	Estimated Maximum Affordable Monthly Rent	
HUD Metropolitan Fair Market Rent Areas (HMFAs):								
Boston-Cambridge-Quincy MA-NH	\$140,200	\$75,710	\$1,890	\$100,940	\$2,520	\$3,150	\$3,790	
Hillsborough Co. NH (Part)	\$109,500	\$59,130	\$1,480	\$78,840	\$1,970	\$2,460	\$2,960	
Lawrence, MA-NH	\$114,000	\$61,560	\$1,540	\$82,080	\$2,050	\$2,570	\$3,080	
Manchester, NH	\$101,000	\$54,540	\$1,360	\$72,720	\$1,820	\$2,270	\$2,730	
Nashua, NH	\$122,400	\$66,100	\$1,650	\$88,130	\$2,200	\$2,750	\$3,300	
Portsmouth-Rochester, NH	\$116,400	\$62,860	\$1,570	\$83,810	\$2,100	\$2,620	\$3,140	
Western Rockingham Co. NH	\$126,400	\$68,260	\$1,710	\$91,010	\$2,280	\$2,840	\$3,410	
County Fair Market Rent Areas (Non Metro):								
Belknap County	\$95,100	\$51,350	\$1,280	\$68,470	\$1,710	\$2,140	\$2,570	
Carroll County	\$85,300	\$46,060	\$1,150	\$61,420	\$1,540	\$1,920	\$2,300	
Cheshire County	\$89,100	\$48,110	\$1,200	\$64,150	\$1,600	\$2,000	\$2,410	
Cook County	\$70,100	\$37,850	\$950	\$50,470	\$1,260	\$1,580	\$1,890	
Grafton County	\$90,500	\$48,870	\$1,220	\$65,160	\$1,630	\$2,040	\$2,440	
Herrnack County	\$105,800	\$57,130	\$1,430	\$76,180	\$1,900	\$2,380	\$2,860	
Sullivan County	\$87,400	\$47,200	\$1,180	\$62,930	\$1,570	\$1,970	\$2,360	
Estimated maximum gross monthly rental cost (rent + utilities), using 30% of income								