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DEC 17 2025

CSG



October 28, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action – Amend a Grant-Consent Agenda

Authorize the Community Development Finance Authority (CDFA), under the Community Development Block Grant (CDBG) program, to enter into a no cost grant amendment with the Town of Colebrook (vendor ID177375), 17 Bridge Street, Colebrook, New Hampshire, in the amount of \$500,000 by extending the completion date to December 31, 2026 from the original completion date of December 31, 2025. The original grant was approved by Governor and Council on November 29, 2023, item #34. This extension if granted will allow for completion of the Colebrook Homeowners Cooperative, Inc.'s water and sewer infrastructure, electrical utilities, service repairs and drainage upgrade project situated at 7 Fourth Street, Colebrook, New Hampshire, effective upon Governor and Council approval for the period effective through December 31, 2026. **100% federal funds.**

Explanation

The Town of Colebrook is requesting a time extension of its CDBG funds on behalf of the Colebrook Homeowners Cooperative, Inc. project to support infrastructure upgrades to its water, sewer and electrical systems at 7 Fourth Street, Colebrook, New Hampshire location. Engineers needed to alter the plans and there were several easements necessary due to the subdivision of several lots by the previous owner, which delayed the project start. USDA RD funds are part of the match funding, and delays with their contract review and approval process have also impacted the project. The project will benefit 66 residents of the manufactured housing cooperative, of which 40 (60%) are currently of low and moderate income.

This Agreement allocates a portion of the Community Development Block Grant (CDBG) funds provided to New Hampshire by the U. S. Department of Housing and Urban Development (HUD). CDFA is administering this program as provided by RSA 162-L. The funds for this contract are from the Community Development Block Grant Fund, which is intended to help municipalities solve development problems.

CDFA has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract.

Sincerely,



Katherine Easterly Martey
Executive Director

KEM/ms

Attachments

Town of Colebrook – \$500,000 – Colebrook Homeowners Water Infrastructure (Public Facilities)

Applicant	Town of Colebrook
Subrecipient	Colebrook Homeowners Cooperative, Inc.
Project Name	Colebrook Homeowners Water Infrastructure
Project Location	7 Fourth Street, Colebrook, NH
Request	\$500,000
LMI Beneficiaries	66 total individuals / 40 LMI (60%)
HUD CDBG National Objective	LMA- 03J: Water/Sewer Improvements
NH State Category	Public Facilities

Project Summary

The Town of Colebrook is requesting \$500,000 to be subgranted to Colebrook Homeowners Cooperative, Inc., a non-profit manufactured home cooperative, to make improvements to their failing water infrastructure. There are thirty (30) units within this project service area; twenty-seven (27) units are within the cooperative and three (3) additional homes are not a part of the cooperative. Based upon income surveys, at least 60% of the sixty-six (66) total beneficiaries from the 30 units are LMI.

The water and sewer infrastructure within the Cooperative connects to municipal water and sewer systems, which has recently undergone upgrades. The outdated water infrastructure in the Cooperative has a history of low water pressure and significant leak problems. Water costs and system repair currently account for approximately 40.5% of their annual operating budget. In 2018-2019, the Cooperative spent approximately \$8,000 on repairs to the infrastructure. There is the capacity for 48 total units within the Cooperative, however, many units are currently vacant or uninhabitable. Affordable housing is greatly needed in the area, in part due to a local manufacturer creating new jobs. Making needed repairs to critical infrastructure will enable new units for LMI individuals to potentially be added to the Cooperative.

A CDBG planning grant was awarded to the Cooperative in 2020 to hire an engineer to assess the repairs needed and develop a preliminary plan and cost estimate. Infrastructure improvements were determined to be needed for the water, sewer, and electrical systems. The NH Community Loan (CLF) fund is working closely with the Cooperative and is providing matching funding for the project. The Cooperative is also working with USDA-Rural Development to secure funding for sewer infrastructure improvements and to potentially offset some of the CLF loan being used for the water infrastructure.

The water improvements included in this project will provide residents with safe and healthy infrastructure. Long-term benefit will be achieved by nature of the improvements, as the upgrades have a life expectancy of greater than twenty years. In addition, the Cooperative's by-laws set residency standards for low-to-moderate- income homeowners.

Total project budget is \$1,819,820 with \$500,000 in resources from CDBG and the remainder from the NH Community Loan Fund. As noted, the Cooperative is also currently working with USDA to secure funding for sewer improvements and possibly some water improvements, which would allow reduction of debt load from the Community Loan Fund loan.

Sources and Uses

Sources	CDBG	NH Community Loan Fund	Colebrook Homeowners Cooperative	
Uses				Total Uses \$
Acquisition				\$0
Construction	\$475,280	\$1,290,600	\$29,220	\$1,795,100
Architectural/Engineering				\$0
Professional Fees				\$0
Construction Financing				\$0
CDBG Admin Costs	\$24,720			\$24,720
Committed Total		\$1,290,600	\$29,220	\$1,319,820
Pending Total	\$500,000			\$500,000
Grand Total				\$1,819,820

Administrative Costs

Grant Administrator	\$21,000
Advertising	\$220
Legal	\$0
Audit	\$1,000
Application Writing	\$2,500
Total	\$ 24,720

Summary

- The project scored **134** points;
- The project will improve water infrastructure for a minimum of a 20-year period;
- The project will provide needed funds to address potential health and safety issues due to failing infrastructure;
- The project will benefit at least forty (40) LMI individuals, enabling them to remain in their affordable homes; and
- The project meets a CDBG National Objective by providing a direct benefit to people of Low- and-Moderate Income.

AMENDMENT #1
21-056-CDPF

This Agreement (hereinafter called the "Amendment") dated this 7th day of November, 2025 by and between the State of New Hampshire acting by and through the Community Development Finance Authority (CDFA) (hereinafter referred to as "Grantor") and the Town of Colebrook (Vendor ID 177375) (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an initial agreement (hereinafter called the "Agreement") which was first entered into upon Governor and Council approval on November 29, 2023, agenda item #34, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payments by Grantor of certain sums specified therein, and;

WHEREAS, pursuant to paragraph 20 of the General Provisions of the Agreement, the contract may be amended, waived or discharged by written instrument executed by the parties hereto and approved by the Governor and Council, and;

WHEREAS, CDFA has received a written request from the Contractor to amend the Agreement.

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Contractor and CDFA hereby agree to amend the Agreement as follows:

1. Amendment of Agreement

A. To amend Section 1.7 of the General Provisions by extending the completion date from December 31, 2025, to December 31, 2026.

2. Effective Date of Amendment

This Amendment shall be effective upon its approval by the Governor and Council of the State of New Hampshire. If such approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

3. Continuance of Agreement

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties thereunder shall remain in full force and effect in accordance with the terms and conditions as set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands:

CONTRACTOR:

Town of Colebrook

By: Timothy F. Stevens
Timothy F. Stevens
Town Manager

GRANTOR:

State of New Hampshire acting through the
Community Development Finance Authority

By: Katherine Easterly Martey
Katherine Easterly Martey
Executive Director

NOTARY STATEMENT - FOR GRANTEE CONTRACTOR SIGNATURE ONLY:

On this the 7th day of November, 2025 there appeared before me the undersigned officer personally appeared Timothy F. Stevens, who acknowledged himself as Town Manager of the Town of Colebrook and that such officer, authorized to do so, executed the foregoing instrument for the purposes herein contained, by signing himself in the name of the municipality.

In witness whereof I hereunto set my hand and official seal (provide seal, stamped name and expiration date)

By: Jolene M. Martunas
Notary Public
My Commission Expires: _____
Jolene M. Martunas
NOTARY PUBLIC
State of New Hampshire
My Commission Expires 10/19/2027

APPROVAL BY NEW HAMPSHIRE ATTORNEY GENERAL AS TO FORM, SUBSTANCE AND EXECUTION:

By: Christopher Bond, Assistant Attorney General, on 11/10/25

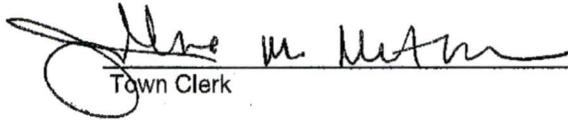
APPROVAL BY THE NEW HAMPSHIRE GOVERNOR AND COUNCIL:

By: _____, on _____

CERTIFICATE
21-056-CDPF

I, Jolene M. Martunas, Clerk of the Town of Colebrook, New Hampshire do hereby certify that: (1) at the public hearing held on July 23, 2021 the Board of Selectmen voted to submit an application for Community Development Block Grant funds and if awarded; (2) enter into a contract with the Community Development Finance Authority and further authorize the Town Administrator to execute any documents which may be necessary to effectuate this contract and any amendments thereto; (3) I further certify that this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (4) the following person has been appointed to and now occupies the office indicated under item (2) above:

Timothy Stevens, Town Manager
Name and Title of Officer Authorized to Sign



Town Clerk

STATE OF NEW HAMPSHIRE
COUNTY OF COOS, SS.

The foregoing instrument was acknowledged before me this 7 day of November, 2025, by the above-named Jolene Martunas, Town Clerk of the Town of Colebrook, New Hampshire.

Melanie Fogg

Notary Public
My commission expires: July 19, 2020





CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> Town of Colebrook 17 Bridge Street Colebrook, NH 03576	<i>Member Number:</i> 143	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2025	7/1/2026	Each Occurrence	\$ 2,000,000
			General Aggregate	\$10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
CDFA 14 Dixon Ave. Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 6/27/2025 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



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General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

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CDFA 14 Dixon Ave, Suite 102 Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 12/26/2024 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax