MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD JANUARY 18, 2019

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its regular meeting at the office of the Nashua Housing and Redevelopment Authority, 40 East Pearl Street, Nashua, New Hampshire, at 8:30 a.m. on Friday, January 18, 2019. Chairperson Eric Wilson called the meeting to order, and the Recording Secretary called the roll at approximately 8:31 a.m. with the following responses:

Present
Eric Wilson
Paul Deschenes
Thomas Monahan
Mariellen MacKay
James Tollner

Absent

The following persons were also present: Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cary Soto, Finance Manager; Sean Fagan, Facilities Manager; Sarah Brisk, Property Manager; James Floras, Modernization Manager; Andrea Reed-Lenane, Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority’s regular meeting minutes dated December 21, 2018, accept them, and place them on file. Mr. Deschenes made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Ms. MacKay noted Mr. Wilson was marked absent in the December 21, 2018 meeting minutes and this should be amended.

The Chairperson entertained a motion to amend the minutes to correct attendance. Ms. MacKay made a motion, seconded by Mr. Monahan. Motion passed unanimously.

There being no further discussion, the motion to approve the minutes carried unanimously.

COMMUNICATIONS:

The Chairperson entertained a motion to waive the reading of the Communications, accept them, and place them on file. Mr. Monahan made the motion, and Ms. MacKay seconded. The Communications were as follows: Monthly Operational Reports – December 2018 – consisting of Public Housing and Section 8 Waiting List and Applications Report; Vacancy Report; Vacancy Report Compilation Sheet; Work Order Report; Section 8 Housing
Choice Voucher Program (HCVP) Utilization Reports (2018 and 2019); Rent Collections Report.

The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Mr. Deschenes stated Maynard Homes past due rents have remained a little high since last month’s meeting, as well as Forge and Flagstone having relatively high receivables this month. Ms. Lombardi explained collections are ongoing and several residents have paid since the report was published, as well as others being under repayment agreements or, if they have not paid, are in the eviction process.

Mr. Tollner asked how often NHRA attends court for evictions. Ms. Lombardi said approximately twice per quarter. Ms. Brisk stated she recently had a court appearance with a resident who paid $2,200 in full per a court ordered repayment agreement.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

The government shutdown continues to have widespread impact on programs and employees nationwide. We must consider how the shutdown will affect NHRA operations, monthly Housing Assistance Payments (HAP) to landlords and Operating Funding. HUD has informed PHAs that Housing Choice Voucher and Operating Funds will be made available through February 2019. Should no further HUD payments be made to NHRA, the use of reserves may be necessary to continue agency operations.

In the absence of HUD funding, NHRA has approximately three months of reserves to support landlord HAP payments, currently averaging $700,000/month. If the shutdown continues, NHRA will be forced to inform landlords and participants of our inability to continue making HAP payments. The letter will include a list of congressional delegates to be contacted to voice concerns.

As it is, NHRA does not know its own final agency budget until months after the start of the fiscal year. In fact, the last time Congress completed all spending bills on time was more than 20 years ago. The uncertainties surrounding the federal budget are some of the main reasons why HUD requires PHAs to hold adequate reserves and even grades their financial performance on this factor. Financial stability and the performance of NHRA could be severely damaged if or when reserves are reduced.

Ms. Kim Kleiner, Chief of Staff at the Mayor’s office, has responded to NHRA’s request to adjust the erroneous staggering of terms for Board members. Mayor Donchess has determined the corrections to the terms will occur as current terms expire and the Mayor approves re-nomination of Board members. Below are the terms as they stand now:
Peter Roche provided an informal proposal for the provision of consulting services to NHRA. I am seeking approval to proceed with requesting Mr. Roche provide a more formal proposal at the fixed ($3,000/mo.) or hourly ($150/hr.) rate agreed upon by the Board.

Ehrlich Pest Control will be conducting four educational sessions on pest management and identification for residents on January 15th.

Mr. Wilson, Mr. Monahan and I had a meeting with the City of Nashua to discuss the future endeavors of NHRA.

The Chairperson entertained a motion to accept the Executive Director's Report. Mr. Monahan made a motion, and Mr. Deschenes seconded.

The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Mr. Monahan spoke about the meeting with the City of Nashua and the basics of what was discussed. Mr. Monahan suggested a non-public session be held in February to go over further options for the Authority. Mr. Monahan explained some of the highlights of the steps to be taken moving forward, and potential for NHRA to make a real difference in the community.

Mr. Wilson stated he supports contracting with Mr. Roche and it is important to determine at what rate to engage him. Mr. Monahan agreed.

Mr. Tollner asked if NHRA is subject to the oversight over the City of Nashua with any new projects. Both Mr. Wilson and Mr. Monahan said no. Mr. Wilson stated it is important to keep the City informed as things develop and progress, especially as the City has provided such valuable information and support.

There being no further discussion the motion passed unanimously.

Mr. Monahan made a motion to authorize Ms. Lombardi to request a formal proposal from Mr. Peter Roche at a rate of $3,000 per month as the consultant for NHRA for redevelopment opportunities. Mr. Tollner seconded. The Chairperson asked if there was any further discussion. Motion passed unanimously.
NEW BUSINESS:

None.

BILLs/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 61098 through 61212 and from the Park View Apartments Cash Disbursement List – check numbers 5359 through 5366 and to approve the investments as listed. Mr. Tollner made a motion to pay the bills and to leave investments in place, and Ms. MacKay seconded the motion.

The Chairperson asked if there was any discussion.

Mr. Wilson inquired about a check for A&E work. Ms. Lombardi explained.

Mr. Monahan asked if NHRA’s restricted and unrestricted funds can be used if necessary. Ms. Lombardi said this would require U. S. Department of Housing and Urban Development (HUD) approval. Mr. Monahan asked if there would be any other contracts coming before the Board next month. Ms. Lombard said yes. Mr. Monahan said he would be hesitant as time goes forward with the shut-down to continue to vote to approve contracts, as spending will need to be very conservative.

Mr. Monahan suggested a letter should be sent to landlords by NHRA to help alleviate fears about immediate lack of funding due to the shut-down. Mr. Wilson asked if there have been any calls of concern from landlords. Ms. Lombardi said two.

There being no further discussion, the motion carried unanimously.

COMMISSIONERS’ COMMENTS:

None.

PUBLIC COMMENT:

None.

ANY OTHER BUSINESS WHICH MAY COME BEFORE THE BOARD:

None.
ADJOURNMENT:

The Chairperson entertained a motion to adjourn. Mr. Monahan moved to adjourn, and Mr. Deschenes seconded the motion. Motion carried. Meeting adjourned at approximately 8:54 a.m.

Respectfully submitted,

[Signature]

Andrea Reed-Lenane
Recording Secretary