MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD FEBRUARY 15, 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, February 15, 2019. Chairperson Eric Wilson called the meeting to order, and the Recording Secretary called the roll at approximately 8:36 a.m. with the following responses:

Present
Eric Wilson
Paul Deschenes
Thomas Monahan
Mariellen MacKay
James Tollner

Absent

The following persons were also present: Lori Wilshire, Aldermanic Liaison; David Tencza, Aldermanic Liaison; Lynn Lombardi, 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 January 18, 2019, accept them, and place them on file. Mr. Deschenes made a motion, and Ms. MacKay seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

There being no further discussion, the motion passed 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 Mr. Tollner seconded. The Communications were as follows: Monthly Operational Reports – January 2019 – 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 Report; Rent Collections Report; Section 8 Management Assessment Program (SEMAP) FYE 9/30/2018

The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.
Mr. Deschenes noted Maynard Homes had a high amount of uncollected rent. Ms. Lombardi deferred to Ms. Brisk for an explanation. Ms. Brisk stated one resident at Maynard Homes has a pending lockout due to an eviction and three residents are entering into repayment agreements. Ms. Brisk also explained the rent receivables at Forge Drive are almost entirely from the resident of one unit, which NHRA has now taken possession of and will be preparing for a new resident.

Mr. Monahan said the SEMAP score of one-hundred percent is excellent and praised the NHRA staff. Mr. Monahan also said this score will help NHRA and is a rare high performer score which is hard to achieve. The rest of the Commissioners agreed and thanked the NHRA team for a job well done.

There being no further discussion, motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT:**

NHRA expects to receive its Operating Subsidy from the U. S. Department of HUD for the months of March, April and May 2019. An 88.7 percent proration of funding levels is expected within the Operating Subsidy calculation. This is a slight decrease from the 90 percent proration used to determine NHRA’s January and February funding.

I am very pleased to report NHRA scored 100 percent on its recent SEMAP submission to HUD. Congratulations to Lisa and all of the staff who worked very hard to make this happen!

Roy & Associates is currently conducting the annual audit of NHRA. I anticipate receiving a draft audit sometime in March or April. While Roy & Associates were at NHRA performing on site work, there were no concerns brought to the Authority’s attention.

Resolution No. 19-2340 for Painting and Cleaning of Vacant Units will be presented to the Board today for review. NHRA went out to bid for this service previously and obtained one bid at more than double the cost of what NHRA had previously been paying. The Board accepted my recommendation to reject the bid and re-bid the work. A new list of potential contractors was created with hopes NHRA could generate more interest. One bid was received by the same contractor who had previously bid, and at the same cost. I am recommending the Board reject the bid and enable NHRA to edit the bidding requirements, allowing contractors to bid on painting or cleaning, or a combination of both. The narrative to the Resolution further explains the logic behind this.

Ms. Soto-Lozada was able to obtain the CD rates for the Board to review. A rate comparison sheet has been placed before you today. Triangle Credit Union presented the best rates. I am recommending the Board approve the renewal of one $200,000 3-month CD at 2.25%; two $200,000 6-month CDs at 2.35%, and three $200,000 CDs at 2.5%.

The Chairperson entertained a motion to accept the Executive Director’s Report. Mr. Monahan made a motion, and Ms. MacKay seconded.
Mr. Monahan made a motion that Resolution No. 19-2340 not be discussed until New Business. Ms. MacKay seconded. Motion passed unanimously.

Mr. Tollner suggested as recognition for a job well done in achieving a 100% SEMAP score, the staff be given a pizza luncheon. Ms. MacKay said this was a nice idea.

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

There being no further discussion, motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 19-2339
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A TWO-YEAR CONTRACT EFFECTIVE FEBRUARY 15, 2019 FOR
CUSTODIAL SERVICES TO FV KING'S CLEANING SERVICE, LLC, P.O. BOX 379
AMHERST ST., PMB #134, NASHUA, NH 03063, AT A TOTAL CONTRACT COST OF
$69,450 PER YEAR ($59,350 UNDER THE OPERATING BUDGET,
$7,950 UNDER THE CENTRAL OFFICE COST CENTER BUDGET AND
$2,150 UNDER THE PARK VIEW APARTMENTS BUDGET).

The Chairperson entertained a motion to approve Resolution No. 19-2339. Mr. Tollner made a motion, and Ms. MacKay seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan asked about insurance and the HUD 5369A. Ms. Lombardi clarified.
Mr. Monahan asked if this was within budget. Ms. Lombardi confirmed.

Mr. Deschenes said there should be more than one bid to be fair in the process.

Mr. Wilson asked how many bids were sent out. Ms. Lombardi said eighteen, as well as stating the list of companies bids are sent to has been researched for accuracy and updated accordingly.

A discussion took place regarding the bidding process, the current cleanliness of the buildings and the monitoring requirements should the contract be approved. Ms. Lombardi explained the contractor monitoring processes in place by NHRA.

There being no further discussion, the Recording Secretary called the roll with the following responses:

**AYE**

James Tollner
Mariellen MacKay
Thomas Monahan
Eric Wilson

**NAY**

Paul Deschenes
Motion passed.

RESOLUTION NO. 19-2340
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AUTHORIZING ITS EXECUTIVE DIRECTOR TO REJECT THE SOLE BID RECEIVED
FROM DL RAYMOND CONSTRUCTION, 51 LAKE STREET, NASHUA, NH 03061
FOR PAINTING AND CLEANING OF VACANT UNITS
DUE TO BUDGETARY LIMITATIONS AND RE-BID THE WORK.

The Chairperson entertained a motion to approve Resolution No. 19-2340. Mr. Tollner made a motion, and Ms. MacKay seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan commented that in his opinion it is important when the job is bid again, it is bid for one company to do both painting and cleaning and not as a split between two companies.

There being no further discussion, the Recording Secretary called the roll with the following responses:

**AYE**
James Tollner
Mariellen MacKay
Thomas Monahan
Paul Deschenes
Eric Wilson

**NAY**

Motion passed unanimously.

RESOLUTION NO. 19-2341
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY AUTHORIZING ITS EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH DEVELOPMENT SYNERGIES, LLC FOR THE PROVISION OF CONSULTING SERVICES FOR RECAPITALIZATION AND REDEVELOPMENT OPPORTUNITIES AT A MONTHLY CONTRACT COST OF $3,500 UNDER THE CENTRAL OFFICE COST CENTER BUDGET FOR A PERIOD NOT TO EXCEED FOUR MONTHS

The Chairperson entertained a motion to approve Resolution No. 19-2341. Mr. Monahan made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan said the pricing was a little higher than originally discussed, but it appeared per the scope of work to be worth the additional money. Mr. Monahan expressed concern about the liability of the contractor being limited, as opposed to that of NHRA.
A discussion took place regarding this. Mr. Wilson suggested it would be a good idea once the contract is submitted, if approved, to request clarification from Peter Roche.

Mr. Monahan spoke about New Hampshire Housing Finance Authority (NHHFA) and the funding available for affordable housing development and their willingness to help as NHRA moves forward with future endeavors.

Mr. Monahan amended his motion to include requesting clarification from the contractor of the reimbursement at cost and liability sections of the contract, and a proposed start date of February 20, 2019. Mr. Tollner seconded.

There being no further discussion, the Recording Secretary called the roll with the following responses:

**AYE**
- James Tollner
- Mariellen MacKay
- Thomas Monahan
- Paul Deschenes
- Eric Wilson

**NAY**

Motion passed unanimously.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 61213 through 61329 and from the Park View Apartments Cash Disbursement List - check numbers 5367 through 5376 and to approve the investments as listed. Mr. Tollner made a motion to pay the bills and move forward with investing in the Triangle Credit Union CD rates as presented and discussed during the Executive Director’s Report, and Mr. Deschenes seconded the motion.

The Chairperson asked if there was any discussion.

Mr. Tollner asked about a check paid to the cleaning service, which appeared to be high. Ms. Lombardi explained this was a payment for two-months, as the contractor submitted an invoice late.

Mr. Monahan asked about any funding issues relative to the government shutdown and whether a reimbursement of lost funds is forthcoming. Ms. Lombardi confirmed. Ms. Lombardi also shared with the Board some information she received regarding proposed large increases in funding to specific programs within the U. S. Department of Housing and Urban Development (HUD), thus the housing authorities.

There being no further discussion, the motion carried unanimously.
COMMISSIONERS' COMMENTS:

Ms. MacKay stated she may be taking a teaching job out of state, but has not yet decided and will keep the Board informed.

Mr. Deschenes said the plowing between 57 Tyler Street and All-Town is well done, but between Lamprey and the buildings is a problem. Ms. Lombardi asked Mr. Fagan to look into this.

Ms. MacKay asked Ms. Brisk if the new bus stop closer to DHHS has helped NHRA residents. Ms. Brisk said she would contact a resident she is aware had issues with the bus stop being in its old location and get her feedback on the change.

Mr. Wilson requested an updated status on the term limits for the Commissioners. Ms. Lombardi said the last information received was that the Mayor would stagger each term as a Commissioner comes up for reappointment. A discussion took place.

PUBLIC COMMENT:

Ms. Wilshire offered congratulations to NHRA for the SEMAP score.

ANY OTHER BUSINESS WHICH MAY COME BEFORE THE BOARD:

None.

ADJOURNMENT:

The Chairperson entertained a motion to adjourn. Mr. Tollner moved to adjourn, and Mr. Deschenes seconded the motion. Motion carried. Meeting adjourned at approximately 9:20 a.m.

Respectfully submitted,

[Signature]

Andrea Reed-Lenane
Recording Secretary