

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD ON FEBRUARY 17, 2023**

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 17, 2023. Chairperson James Tollner called the meeting to order, and the Recording Secretary called the roll at approximately 8:35 a.m. with the following responses:

Present

James Tollner
Eric Wilson
Paul Deschenes
Helen Honorow
Thomas Monahan

Absent

The following persons were also present: Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; and Andrea Reed-Lenane, Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated January 20, 2023, accept them, and place them on file. Ms. Honorow made a motion, and Mr. Deschenes 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.

The Chairperson entertained a motion to waive the reading of the Authority's nonpublic meeting minutes dated January 20, 2023, accept them, and place them on file. Mr. Deschenes made a motion, and Mr. Monahan seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Mr. Wilson requested a status of the Union Agreement from Ms. Lombardi. Ms. Lombardi said she will be completing this and including a side-by-side comparison then emailing it to the Board in approximately a week. Mr. Wilson thanked Ms. Lombardi.

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 a motion, and Mr. Deschenes seconded the motion. The Communications were as follows: Monthly Operational Reports – January 2023 – 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 and mailed correspondence to members of the Board from a Nashua resident dated January 28, 2023.

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

Mr. Deschenes said the rent receivables looked good and were almost back to a normal range. Ms. Lombardi agreed and said we are making a lot of progress. Additional discussion took place involving NHRA's eviction process and the steps the agency takes before moving forward with an eviction. The Board was pleased with the steps taken by NHRA to assist low-income families having difficulty with rent payments before proceeding with an eviction.

There being no further discussion, the motion passed unanimously.

Mr. Monahan made a motion to waive the reading of the communication from a member of the public dated January 28, 2023, that all Commissioners received in the mail individually as forwarded to them by the Nashua Housing and Redevelopment Authority and accept it. Mr. Deschenes seconded.

The Chairperson asked if there were any comments or discussion.

Mr. Monahan said he read the entire letter many times and it really begins and ends with a paragraph stating, "public input has not been accepted on this development as of yet." Mr. Monahan said he thinks that public input is warranted, and he is sure the City of Nashua will allow for it. Mr. Tollner said four pieces of legislation were sent to the Board of Aldermen this week. He noted that any proposed legislation received will go before the Board of Aldermen, and several other committees. Mr. Monahan added that the communication has come before the Board and is noted. Mr. Tollner said this is an amazing opportunity for the Board to expand the mission of the Authority and support those who are looking for affordable housing.

Ms. Honorow asked if there is an issue with any Board member appearing before the Board of Aldermen or any other Board for public comment if they are clear that they are speaking on their own behalf and not for the NHRA. Mr. Tollner said that if any Board member wants to speak as a citizen and that is what is stated ahead of time, then there is certainly an opportunity to do that. He said that if an NHRA Commissioner wants to speak on behalf of the Board and it is something that is discussed ahead of time, this would also be acceptable.

There being no further discussion, the motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

The waiting list for Monahan Manor will begin accepting applications on Tuesday, February 28, 2023, starting at 9:30 a.m. We advertised in both the *Nashua Telegraph* and the *Union Leader*. Ms. Reed-Lenane also distributed the notice to the Greater Nashua Continuum of Care to ensure this reaches all the social service agencies in the city. All former residents of Bronstein Apartments have been notified that they may choose to move to the new site or remain in their current household. Former residents will receive the highest preference on the waiting list and will be offered housing before other applicants. Monahan

Manor is expected to have its first building ready for occupancy in late July or early August of this year.

NHRA is communicating with qualified and experienced management companies skilled in the oversight of Low-Income Housing Tax Credit (LIHTC) properties. The management of LIHTC housing requires a different understanding and approach than that of conventional property management. I anticipate NHRA will have a couple of proposals to review in the coming weeks.

Triangle Credit Union (TCU) has supplied NHRA with the most competitive APY renewal rate of four percent for the three and six-month Certificates of Deposit. No other banking institutions came close to TCU's rate with the highest offered at three percent. With the Board's approval I recommend NHRA roll its six CDs at the four percent APY offered through TCU.

NHRA is researching real estate management software providers to determine if there might be some cost savings to the agency. Our current provider MRI is very expensive and as we have been with them for approximately fifteen years, it is time to start researching another provider. A Request for Proposals will go out soon to solicit interest from vendors.

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

The Chairperson asked if there were any comments or discussion.

Mr. Monahan asked how the second resident meeting went at Arel Manor. Ms. Lombardi noted this meeting had to be canceled, and it will be rescheduled after she speaks with Mr. Sanchez about setting a date. She said the first meeting; however, was excellent and very well received with over thirty (30) residents in attendance. Additional discussion occurred regarding Resident Associations at developments and the benefits of such. Ms. Lombardi shared that she created a resident reporting form that has been left in the community room at Arel Manor. She said any time a resident wants to complete one, even anonymously, and return it, it goes directly to her so she can determine how the concern will be addressed. Mr. Deschenes said he would like to see the quarterly Crime Watch meetings return to Sullivan Terrace North and South. Mr. Tollner said he will address this. Mr. Wilson asked Mr. Deschenes how the issue with smoking in those buildings is coming along. Mr. Deschenes said that residents are still smoking in the interior of the buildings.

Mr. Monahan asked about the progress of the security system. Mr. Costa said he is meeting with the A&E weekly, and the servers are on backorder. He said he is getting an updated lead time next week regarding when the servers will be delivered. Mr. Costa said he wants to move forward with the lighting upgrades but is hesitant to do so without the cameras in place. Mr. Monahan asked what the current stated timeframe was for the servers to be delivered. Mr. Costa said it was approximately eight weeks. Mr. Costa said an update can be sent once he has additional information.

Mr. Tollner said he had a conversation with the Triangle Credit Union CEO, Scott McKnight, who would like to attend an upcoming Board meeting. Mr. Tollner noted that Mr.

McKnight said he had no idea that NHRA was the entity behind Monahan Manor. He said this reminded him of the number of people in the city who are likely unaware.

Mr. Monahan requested an update about the status of the Head Start classroom at Monahan Manor. Mr. Costa described where it will be located and the approximate completion date. A brief discussion took place about the benefits of providing Head Start programming.

Mr. Tollner said he attended a meeting which included the Boys & Girls Club, YMCA and other entities that would like to come over and meet with Monahan Manor staff ahead of time to start the process of integrating their programs. Mr. Tollner said he thinks it would be a great idea to meet with local agencies about the various programs they offer so the families with children at Monahan Manor will know what is available. Ms. Lombardi agreed. Ms. Lombardi said that part of the 9% Tax Credit requirement is to provide services to the families, and SNHS is not only going to offer the Head Start program, but also a workforce program. She said in addition to this, NHRA will hire a Resident Services Coordinator who will work with the families and the agencies providing services to the community.

There being no further discussion, the 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 67654 through 67805 and from the Park View Apartments Cash Disbursement List – check numbers 5736 through 5742, including ACH debits and investment accounts.

Mr. Wilson made a motion to approve, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

There being no further discussion, the motion passed unanimously.

COMMISSIONER'S COMMENTS:

Mr. Deschenes said there is still a person smoking out the window of Sullivan Terrace North and produced a picture he took. Mr. Tollner requested confirmation that there is twenty-five feet away from the building distance requirement for smoking. Mr. Costa confirmed. Mr. Deschenes noted he lets Mr. Cedric Dancy know about this smoker and it has not yet been addressed. Mr. Wilson, Mr. Deschenes, and Mr. Costa determined the approximate location of the unit in which the window was located. Mr. Tollner asked if Mr. Dancy is aware of the specific individual who is smoking. Mr. Deschenes said he does not know but has attempted to discuss the situation with him on multiple occasions without success. Mr. Costa said he will discuss this with Mr. Dancy.

Mr. Deschenes asked if residents are allowed to place cameras on the exterior of units facing the hallways. Mr. Costa said nothing permanent can be installed by residents but there is no policy that states cameras cannot be used. He also noted that the hallways are common areas so there is no privacy issue.

PUBLIC COMMENT:

None.

NONPUBLIC SESSION:

The Chairperson entertained a motion to enter nonpublic session. Motion made by Mr. Monahan, seconded by Mr. Deschenes.

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

AYE

Thomas Monahan

Helen Honorow

Paul Deschenes

Eric Wilson

James Tollner

NAY

The Board entered nonpublic session at approximately 9:12 a.m.

The Board rose from nonpublic session at approximately 9:37 a.m.

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

None

ADJOURNMENT:

The Chairperson entertained a motion to adjourn. Mr. Wilson moved to adjourn, and Mr. Deschenes seconded the motion.

There being no further discussion, the motion passed unanimously.

Meeting adjourned at approximately 9:38 a.m.

Respectfully submitted,



Andrea Reed-Lenane
Recording Secretary