

**MINUTES OF THE REGULAR MEETING  
OF THE COMMISSIONERS OF THE  
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
HELD FEBRUARY 18, 2022**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its regular meeting remotely via phone and computer teleconferencing in Nashua, New Hampshire, at 8:30 a.m. on Friday, February 18, 2022. Chairperson Thomas Monahan called the meeting to order, and the Recording Secretary called the roll at approximately 8:30 a.m. with the following responses:

**Present**

Thomas Monahan (in a private home office with no others present)  
James Tollner (in his vehicle with no others present)  
Eric Wilson (in a private office with no others present)  
Paul Deschenes (in a private home office with no others present)  
Helen Honorow (in a private home office with no others present)

**Absent**

Nashua Housing and Redevelopment Authority is holding this meeting pursuant to RSA 91 which permits state and local government bodies to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving to the extent feasible the public's right to notice of such meetings and the ability to observe and listen contemporaneously. Pursuant to Emergency Order #2 issued pursuant to Executive Order #2020-04, gatherings of fifty people or more are prohibited. 3. To implement these orders and recommendations per the requirements of RSA 91-A:2III(B) that a quorum of a public body be physically present unless immediate action is imperative is waived for the duration of the state of emergency declared by Executive Order #2020-04. To further implement these recommendations and requirements in RSA 91-A:2III(C) that each part of a meeting of a public body be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting is waived for the duration of the state of emergency declared in Executive Order #2020-04 so long as the public body provides; (a) public access to the meeting by telephone, and additional access by video or other electronic means; (b) provides public notice of necessary information for accessing the meeting; (c) provides a mechanism for the public to alert the public body during the meeting if there are problems with access; (d) adjourns the meeting if the public is unable to access the meeting.

The following persons were also present: Lori Wilshire, President, Board of Alderman; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cedric Dancy, Property Manager; David Sanchez, Property Manager; Maureen Killoran, Asset Manager; and Andrea Reed-Lenane, Recording Secretary.

Mr. Monahan announced that former NHRA Commissioner William Marcoux had passed away suddenly the week before the meeting. He said Mr. Marcoux was a good friend, and he feels he speaks for all the Commissioners and NHRA staff who had the good fortune of knowing Mr. Marcoux when he says that he will be greatly missed. Mr. Monahan passed along some of his fond memories of Mr. Marcoux, his service on the Board, to the community and to the NHRA. He wished his family well. Mr. Monahan requested those present observe a moment of silence

in honor of Mr. Marcoux and paused the meeting briefly for all to do so. The meeting then resumed.

**MINUTES:**

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated January 21, 2022, accept them, and place them on file. Mr. Wilson made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**COMMUNICATIONS:**

The Chairperson entertained a motion to waive the reading of the Communications, accept them, and place them on file. Mr. Deschenes made the motion to accept all Communications. Mr. Tollner seconded. The Communications were as follows: Monthly Operational Reports – January 2022 – 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.

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

Mr. Deschenes commented that according to the monthly vacancy report there were some units where evictions took place, and it took quite a while to get the apartments ready to lease. Mr. Costa said there was quite a bit of activity in that area, and the notes on the far right of the report indicate the justification for the turnaround. Mr. Monahan asked about the notation of lack of files. Mr. Costa explained that we are having difficulty getting responses from applicants to begin the eligibility process, and Ms. Lombardi and Ms. Reed-Lenane, as well as him are working to find alternative ways to expedite the updates on the files for the applicants that are responding. He further noted some of the ways we are looking to accomplish this, including self-certifications and other ways of verifying background information more quickly. Mr. Costa then said there are also other factors involved, such as applicants not wanting to move from their current living situation, lack of funds to lease-up a unit and delays in receiving

new paperwork on expired files. He again highlighted that the main reason is lack of response from applicants. Mr. Monahan thanked him for the information.

Mr. Deschenes said the rent receivables still look pretty good. Mr. Costa commented there are still a couple of high ones, such as Ledge Street Homes. He said he spoke to Mr. Sanchez and Mr. Dancy the day before the meeting, noting they both keep great records and complimenting them for this. Mr. Costa went on to explain that some of the residents that have monies owed have applied for and been approved to receive rental assistance through Southern New Hampshire Services (SNHS) and City Welfare, but there is a delay in receiving the checks. He said that although the percentages indicated on the report are accurate as of the day of printing, they are not necessarily what they will be shortly once those assistance checks begin coming in. Ms. Killoran said she received a large check from SNHS the day before the meeting which has been posted but would not yet be reflected in the report. Mr. Costa said he was aware of two other smaller checks which had also been received and will be posted soon. Mr. Monahan asked to what rent receivable percentage the additional payments would decrease the current percentage. Mr. Costa estimated the decrease would be from fifteen percent to approximately seven or eight percent.

Mr. Monahan noted for the record that we currently have 2,927 families on the public housing waiting list, and 3,991 families on the Section 8 waiting list. He said on a good note that these numbers are better than the previous month, which is a great sign. Mr. Monahan said this is progress, and we need to keep up the good work we are doing. He said the goal is always to have a minimal to no waiting list and as he always says, we have done a lot of good things, but have a lot more to do.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**EXECUTIVE DIRECTOR'S REPORT:**

I would like to welcome Ms. Penny Burant to NHRA as Accountant III in the Finance Department. Ms. Burant joins the agency with seventeen years of banking experience. We are happy she has become part of the NHRA team and wish her success in her new position.

Interviews are taking place for the vacant Section 8 Program Specialist position, and I am hopeful Lisa Cox will have someone in place quickly to assist NHRA's Section 8 Department.

Scott Costa's weekly Monahan Manor updates have been very informative and beneficial to all in receipt of these. Thank you, and keep up the excellent work, Scott.

Negotiations with the Union continue with no formal agreements in place. Mr. Wilson will update the Board on the status of the discussions.

The Chairperson noted that Mr. Costa read the Executive Director's Report in Ms. Lombardi's absence. The Chairperson then entertained a motion to approve the Executive Director's Report. Mr. Tollner made a motion to approve the Executive Director's report, and Ms. Honorow seconded. The Chairperson asked if there were any comments or discussion.

Ms. Honorow asked if in the future the Executive Director's Report could include follow-up on any pressing matters from the month before. She specifically asked for an update on the fire that happened last month if there was anything to report. Mr. Monahan thanked Ms. Honorow for bringing this up, saying this was also his question.

Mr. Costa offered to provide an update, which Mr. Monahan welcomed him to begin. Mr. Costa said we have a police report, a fire report, and an insurance report in hand, as well as an insurance claim in progress which was just applied for the day before the meeting. Mr. Costa explained that NHRA has a \$5,000 deductible and therefore if the damages are below this amount, we will not file a claim in fear of effecting the insurance fees as they can go up even if no claim is filed. Mr. Costa said the individual in the unit where the fire began is currently under eviction and in the legal process. He said we are accessing the unit with an insurance adjuster on Tuesday, February 22 at 1:30 p.m. and Mr. Dancy will be accompanying the adjuster as the NHRA representative. Mr. Costa stated this will be an opportunity to assess more of the damages. He stated we have accumulated all the bills that are associated with the damages, the clean-up, the restoration, and some of the repairs that were required to get people back into their units, including the unit doors. Mr. Costa said a lot of progress has been made, but unfortunately, we do not legally have access to the unit yet, although we hope to gain access soon. He explained we first must find out what legally happens the tenancy, and then once we find out if we are awarded possession, we can move forward with turning the unit over and if not, we will maintain tenancy.

Mr. Deschenes asked if there was any water damage to other units due the fire. Mr. Costa said the fire occurred in an eighth-floor unit, and when the sprinkler head went off to extinguish the fire, the water cascaded down to the seventh, sixth and minimally to the fifth floor. He said there was some water damage to some of those hallways, and the abutting units also had some flooring effected. Mr. Costa went on to say that some doors were forcefully accessed by the fire department and had to be replaced, as well as incurring the expense of mobilizing maintenance staff throughout the incident and ongoing remediation of the issues. He said permanent damage is minimal to none based on the resilience of the structure of the building walls and flooring, those being made of concrete. Mr. Deschenes asked if the tenants in the adjacent units had to be housed in hotels temporarily. Mr. Costa said no, we were able to pull together various contractors and work crews and get residents back into their units the same day apart from the resident in the unit where the fire took place. He also noted that to his knowledge that individual has not been seen on the property since the incident. Mr. Deschenes

said he was under the impression the individual was temporarily staying with a family member. Mr. Costa said he is in contact the NHRA attorney regarding the matter.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**NEW BUSINESS:**

None.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 66093 through 66234 and from the Park View Apartments Cash Disbursement List – check numbers 5641 through 5648 and to approve the investments as listed. Mr. Tollner made a motion to approve, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan commented that the check to Hutter Construction is reimbursable, along with a couple of other payables that will be reimbursed to NHRA. He asked Mr. Costa how long it takes for NHRA to be reimbursed. Mr. Costa said right away, and that the checks are deposited in the accounts prior to payments being made. Mr. Monahan thanked Mr. Costa for the clarification.

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

**AYE**

Helen Honorow  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed unanimously.

**COMMISSIONERS' COMMENTS:**

Ms. Honorow thanked Mr. Costa for keeping the Board as informed as he does via the informational emails he sends out to keep the Commissioners up to date on things like the phones being down and other issues as they arise. Mr. Costa thanked Ms. Honorow.

Ms. Honorow thanked Ms. Reed-Lenane for her hard work to attempt to get her to the PHADA conference in San Diego in January. She explained she ended up not feeling comfortable going with the current state of the COVID-19 pandemic, and she did not want to be inside with people from all over the country. Ms. Honorow said Ms. Reed-Lenane took care of it all, and she really hopes to go to a conference soon as she was originally very excited to go. She said Ms. Reed-Lenane worked very hard to make it all happen and then coordinate the cancelation of the plans, thanking her again. Ms. Reed-Lenane thanked Ms. Honorow for her kind words.

Mr. Wilson said he wanted to comment on Mr. Marcoux and went on to say that approximately twenty years ago when he was new to the Board, Mr. Monahan and Mr. Marcoux were senior veterans on the Board. Mr. Wilson noted he went to three conferences with him in Washington, D.C. just in the first five or ten years he was on the Board, and he and Mr. Marcoux became very good friends. He said he remembered driving down to D.C. with him more than once and enjoying the trips, saying he remembered Mr. Marcoux being a very good singer. Mr. Wilson went on to say he was a great guy and meant a lot to the housing authority and to him, and felt it was important for him to say this. Mr. Monahan said he very much agreed.

**PUBLIC COMMENT:**

Ms. Wilshire expressed her condolences to the family of Mr. Marcoux and said he will be missed.

**ANY OTHER BUSINESS WHICH MAY COME BEFORE THE BOARD:**

Mr. Wilson requested the Board go into Nonpublic session to discuss Union negotiation updates.

The Chairperson agreed and entertained a motion. Mr. Wilson made a motion to enter Nonpublic session to discuss ongoing collective bargaining agreement negotiations. Mr. Tollner seconded.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed unanimously.

**NON-PUBLIC SESSION:**

The Board entered Nonpublic session at approximately 8:56 a.m.

The Board resumed the regular meeting at approximately 9:13 a.m.

**ADJOURNMENT:**

The Chairperson entertained a motion to adjourn. Ms. Honorow moved to adjourn, and Mr. Tollner seconded the motion. There being no further discussion, the Recording Secretary called the roll with the following responses:

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

Meeting adjourned at approximately 9:15 a.m.

Respectfully submitted,



Andrea Reed-Lenane  
Recording Secretary