MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD MARCH 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, March 15, 2019. Chairperson Eric Wilson called the meeting to order, and the Recording Secretary called the roll at approximately 8:34 a.m. with the following responses:

Present
Eric Wilson
Paul Deschenes
Thomas Monahan
Mariellen MacKay
James Tonnner

Absent

The following persons were also present: 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; Sarah Fernandez, Housing Aide/Receptionist; Andrea Reed-Lenane, Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority’s regular meeting minutes dated February 15, 2019, accept them, and place them on file. Mr. Monahan 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.

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, and Mr. Tonnner seconded. The Communications were as follows: Monthly Operational Reports – February 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.

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

Mr. Deschenes noted Maynard Homes rent receivables seemed high. Mr. Costa explained the receivables are now fifty-percent of what was owed at the time of printing the
report and residents still in arrears have either entered into repayment agreements or been evicted.

Mr. Tollner said Bronstein was the only other development with higher rent receivables. Mr. Costa explained that two of the past due residents have since entered into repayment agreements.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

There are two upcoming conferences the Board may have interest in. NAHRO is hosting its 2019 Washington Conference April 7 – 9, 2019 in Arlington, Virginia. The second is PHADA’s Annual Convention and Exhibition occurring June 2 – 5, 2019 in Fort Lauderdale, Florida. Please contact Andi Reed-Lenane before March 22 if you wish to attend one or both of the conferences.

The City of Nashua’s Committee on Infrastructure of the Board of Aldermen will be holding a public hearing Wednesday, March 27 at 7:00 p.m. The City of Nashua is petitioning to have a portion of 40 Pine Street be added to the City of Nashua’s right-of-way. The parcel is located across the street from NHRA’s 43-57 Central Street building. A map of the area is located on the reverse side of this correspondence. I do not foresee that the right-of-way location will impact NHRA.

I'd like to introduce Sarah Fernandez to the Board this morning. Sarah began working temporarily at NHRA during the summer months assisting with applications. She has excelled at each task given to her, along with providing valuable Spanish translation to NHRA clients and the public. Her bi-lingual skills, attention to detail, and kind disposition generates a positive impression to anyone walking through the front door. For all of these reasons, Sarah was hired to fill the position of Housing Aide/Receptionist. Welcome, Sarah, we are very happy to have you!

Work is ongoing with respect to redevelopment opportunities and the future endeavors of the agency.

Wishing everyone a Happy St. Patrick’s Day!

The Chairperson entertained a motion to accept the Executive Director’s Report. Mr. Monahan made a motion, and Ms. MacKay seconded.

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

Mr. Monahan asked if the contract with Peter Roche had been signed. Mr. Wilson stated he and Ms. Lombardi discussed this and progress is being made to facilitate a meeting with Mr. Roche as approved at the February 15, 2019 Board meeting. A brief discussion took
place regarding any remaining items to be adjusted in the contract. It was determined the contract is now correct.

There being no further discussion, motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 19-2342
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A TWO-YEAR CONTRACT BEGINNING APRIL 1, 2019 AND ENDING MARCH 31, 2021 FOR FIRE AND SPRINKLER, SUPPRESSION SYSTEMS AND BACKFLOW PREVENTION TESTING TO IMPACT FIRE SERVICES, LLC (FORMERLY TRI-STATE FIRE PROTECTION), 26 HAMPSHIRE DRIVE, HUDSON, NH 03051 AT A TOTAL CONTRACT COST OF $3,520 PER YEAR ($2,645 UNDER THE PUBLIC HOUSING OPERATING BUDGET AND $875 UNDER THE PARK VIEW APARTMENTS BUDGET)

The Chairperson entertained a motion to approve Resolution No. 19-2342. Mr. Tollner made a motion, and Ms. MacKay seconded the motion. The Chairperson asked if there were any comments or discussion.

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.

RESOLUTION NO. 19-2343
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR EXTERIOR RENOVATIONS AT 2-15 WHITNEY STREET, 2-16 FAIRMOUNT STREET AND 2-20 FORGE AND FLAGSTONE DRIVE TO J-N-R GUTTERS, INC., 38-40 LANCASTER STREET, HAVERHILL, MA 01830 AT A TOTAL CONTRACT COST OF $650,837 $239,300 FOR BASE BID WORK AND $381,537 FOR ADD ALTERNATE TASKS UNDER THE CAPITAL FUND PROGRAM 501-17 BUDGET

The Chairperson entertained a motion to approve Resolution No. 19-2343. Mr. Tollner made a motion, and Ms. MacKay seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan asked how NHRA arrived at the amount budgeted for add alternate tasks within the scope of the contract. Mr. Costa explained.
Mr. Tollner asked if the contractor actually has to complete the project within one-hundred forty days from the time the work begins. Mr. Costa confirmed significant completion must be done by one-hundred sixty days. Mr. Tollner asked if there is a monetary penalty for going over that time period. Mr. Costa said yes, but there is flexibility if there are unavoidable project delays, and NHRA and the contractor discuss extendable terms then work together to resolve the delays. Mr. Costa stated there are also performance and bid bonds to cover work time overages and non-compliance by the contractor.

Mr. Wilson stated he and Mr. Costa had a brief discussion about Bronstein and the additional work which is not able to be done there at this time due to budgetary constraints.

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.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 61330 through 61443 and from the Park View Apartments Cash Disbursement List – check numbers 5377 through 5387 and to approve the investments as listed. Mr. Monahan made a motion, Ms. MacKay seconded the motion.

The Chairperson asked if there was any discussion.

Mr. Wilson commented the investments with Triangle have done well.

Mr. Monahan asked about a check to DL Raymond. Mr. Costa explained the cost was due to the extent of work at a unit due to a long-term tenant who vacated, as well as the age of the building.

Ms. MacKay asked about another check to DL Raymond for work in public housing. Mr. Costa explained, including noting approximately twenty-five percent was charged back to residents.

A brief discussion took place regarding Park View Apartments and some possible redevelopment in the future.

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

Mr. Tollner asked if NHRA is responsible for removing and disposing of bulk items at the dumpsters at Bronstein, and who assumes the cost. Mr. Costa stated NHRA is responsible for the removal, disposal and the cost of the dump fees. Mr. Tollner asked if residents who move out are held accountable for the removal and disposal of their items. Mr. Costa said yes. Ms. Brisk noted not only do residents leave bulk trash, but non-residents drive through and dump trash in the dumpsters. Mr. Deschenes stated this has been reported to him as well.

Ms. MacKay said she will not be leaving Nashua to pursue other endeavors, as she has made the decision not to take the teaching position in Baltimore. The Board expressed their thanks and congratulations.

PUBLIC COMMENT:

None.

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 9:08 a.m.

Respectfully submitted,

[Signature]

Andrea Reed-Lenane
Recording Secretary