MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD MAY 17, 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, May 17, 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: Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cary Soto-Lozada, Finance Manager; Sean Fagan, Facilities Manager; James Floras, Modernization Manager; Andrea Reed-Lenane, Recording Secretary; and Thomas Lopez, Alderman, Ward 4.

**MINUTES:**

The Chairperson entertained a motion to waive the reading of the Authority’s regular meeting minutes dated April 26, 2019, 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.

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 Ms. MacKay seconded. The Communications were as follows: Monthly Operational Reports – April 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; and NHRA Development Sheet dated May 10, 2019.

The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.
Mr. Deschenes said the rents look pretty good but some uncollected rents seem high. Ms. Lombardi explained those with high uncollected rent amounts have either been served an Eviction Notice or have entered into a Repayment Agreement with NHRA. Ms. Lombardi said the uncollected rents assessed for the period of 2.5 percent is pretty good overall.

Mr. Deschenes also noted there were no vacancies last month. Mr. Monahan noted the waiting lists are long, and he asked if NHRA has purged its waiting lists. Ms. Lombardi explained a purge was done last year. She further explained, typically, NHRA tries to purge its waiting lists during the summer months when temporary summer hires are brought on board. Mr. Tollner asked what percentage of applicants are purged from the waiting lists, and Ms. Lombardi answered approximately 10 percent. Many individuals move, and NHRA is not informed of the new address, others have found alternative housing and will respond they no longer wish to remain on the waiting lists. Mr. Monahan stated this speaks to the need for more housing. Ms. Lombardi agreed saying there is a need for two-bedroom apartments according to the Authority’s longest Public Housing waiting list, which contains 461 applicants in need who currently live in Nashua. Mr. Tollner asked if NHRA’s waiting lists compare to other housing authorities’ waiting lists, and Ms. Lombardi answered they do, and some housing authorities have opted to close their waiting lists.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

Modernization work at Fairmount Street is progressing nicely. The new roofs and siding replacement will bring a much needed transformation to this property. I encourage you to take a ride by to view the work while it is being completed.

Mary Lou Briand, Section 8 Program Specialist, will be retiring from NHRA at the end of July. Mary Lou has been with the agency for 20 years and has been nothing short of exceptional. Her work ethic, dedication to program participants, and character have been an asset through the years, and we wish her the very best. The position has been advertised, and flyers will be distributed to NHRA residents and participants.

Sarah Brisk, Property Manager, will continue to be out of the office for an undetermined amount of time. Sarah’s duties are being covered to ensure resident and property needs are addressed.

The Authority was working with NHRA’s Fee Accountant and Peter Roche to provide him with profit and loss statements for each of NHRA’s 13 properties. Preliminary ledgers were provided to Mr. Roche; however, he has requested the ledgers be drilled down to the actual site. Ms. Lombardi explained NHRA’s ledger was not set up to do this. Cary Soto-Lozada and NHRA’s Fee Accountant worked on the ledgers going from AMP based to site based, and the project is finished. Mr. Roche is working to determine if the portfolio is able to sustain debt and leverage equity. This information will allow him to begin prioritizing the assets for possible conversion. Mr. Roche explained to Ms. Lombardi that undertaking this process will help NHRA understand the opportunities and needs for investments, as well as organizational capacity necessary for the initiative.
Lynn Morrow, HUD Manchester, will be on site June 11, 2019 to review the Single Room Occupancy (SRO) Program - Mary’s House. NHRA staff are aware, and NHRA has reached out to Southern N. H. Services (SNHS) and Mary’s House staff to make them aware.

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.

Ms. Lombardi explained NHRA works in conjunction with SNHS for the SRO Program. NHRA maintains the Mary’s House waiting list, updates applicants for any vacant units, and maintains tenant files.

Ms. Lombardi explained Peter Roche is trying to determine whether NHRA is able to go through a successful RAD conversion. In order to make this determination, he needs to see where each site stands as opposed to the AMPs, which were previously provided to him. The hard work done on these ledgers by Ms. Soto-Lozada was acknowledged by the Board. Mr. Monahan asked several questions regarding Mr. Roche’s process. Mr. Wilson said he would like to have another meeting with him in June to discuss.

Mr. Tollner asked Ms. Lombardi to contact Alderman Melizzi-Golja because she wants to talk to NHRA about some specific properties. They are looking to do some things, and they would like to talk with NHRA.

Mr. Monahan noticed the building behind Bronstein was sold.

There being no 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 61593 through 61682 and from the Park View Apartments Cash Disbursement List – check numbers 5396 through 5404 and to approve the investments as listed. Mr. Tollner made a motion, and Ms. MacKay seconded the motion.

The Chairperson asked if there was any discussion. Ms. Lombardi asked the Board to consider rolling over one of the CDs to 2.35 percent for 90 days. Mr. Tollner amended his motion to include this, and Ms. MacKay seconded the motion as amended.

Questions asked by the Board were satisfactorily answered by Ms. Lombardi. 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 9 a.m.

Respectfully submitted,

[Signature]

Andrea Reed-Lenane
Recording Secretary