

HUMAN AFFAIRS COMMITTEE

JUNE 8, 2020

A meeting of the Human Affairs Committee was held Monday, June 8, 2020, at 7:00 p.m. in via teleconference.

Chairwoman Kelly

As Chairwoman of the Human Affairs Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing WebEx through the City's IT Department for this electronic meeting. All members of the Human Affairs Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen in to this meeting through dialing the following number 1-978-990-5298 and using the password 273974. The Public may also view this meeting on Comcast Channel 16.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at City Hall and Public Health Department.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049 and they will help you connect.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. **When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.**

Alderman Wilshire called the roll and asked them to state the reason he or she could not attend, confirmed that they could hear the proceedings, and stated who was present with him or her. The roll call was taken with 4 members of the Human Affairs Committee present:

Alderwoman-at-Large Shoshanna Kelly, Chairman, presided.

Members of the Committee present: Alderman Linda Harriott-Gathright, Vice Chair
Alderman Patricia Klee
Alderman-at-Large Lori Wilshire

Members of the Committee absent: Alderman June M. Caron

Also in Attendance: Alderman Tom Lopez
Carrie Schena, Urban Programs Manager

Alderwoman Kelly

I am here, I am alone and I am participating remotely due to the Governor's orders.

Alderman Harriott-Gathright

I am here, I am alone and I am practicing social distancing.

Alderman Klee

I am here, I am alone, I can hear everyone and I am practicing social distancing.

Alderman Wilshire

Alderman Caron, who will not be joining us this evening, she's let us know ahead. And Alderman Wilshire is here, I can hear you and I am practicing social distancing. We have a quorum.

Chairwoman Kelly

Thank you, I believe we also have in attendance Carrie Schena from Urban Programs and Alderman Lopez. Is there anyone else that I missed? I think we're good. OK.

COMMUNICATIONS

From: Carrie Schena, Urban Programs Manager
Re: R-20-026 (HUD Consolidated Plan and Annual Action Plan)

There being no objection, the communication was accepted and placed on file.

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

TABLED IN COMMITTEE

R-20-026

Endorsers: Mayor Jim Donchess
 Alderman-at-Large Michael B. O'Brien, Sr.
 Alderwoman Linda Harriott-Gathright
 Alderman Patricia Klee
 Alderwoman-at-Large Shoshanna Kelly
 Alderman Jan Schmidt
 Alderman Richard A. Dowd
 Alderman-at-Large Lori Wilshire

ADOPTING THE 2020 CONSOLIDATED PLAN AND AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2021

MOTION BY ALDERMAN WILSHIRE TO TAKE R-20-026 FROM THE TABLE BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea:	Alderwoman Kelly, Alderman Harriott-Gathright, Alderwoman Klee, Alderman Wilshire	4
Nay:		0

MOTION CARRIED

Alderwoman Kelly

We will need a further motion on this but I know that Ms. Schena would like to talk to us a little bit about what has happened on this since we put it on the table and what we need to do as a Committee to get this moving forward.

Carrie Schena, Urban Programs Manager

Hi, good evening, Carrie Schena, Urban Programs Manager. Thank you for your time tonight. It has been a few months since we looked at this Resolution. I tried to provide a pretty comprehensive memo for the record, noting that these are virtual meetings and not allowing the Public to ask questions at the same time, so I try to give a lot of information up front.

Since we last discussed this Resolution, which I think was back in mid-March or early March, obviously we were all experiencing a pandemic and things kind of got paused. So during that time, HUD rolled out additional funds under the CARES Act, so a lot of our attention was focused on creating a new program called the COVID-19 Impact Fund, which we are going to be assisting about 48 or 49 entities between CDBG and the Revolving Loan Fund. We are getting those notices out now.

That said, we took a pause on the Resolution before you tonight because we weren't quite sure where it was going to go. Were the entities going to still move forward with those projects in light of the current crisis? Did they have other priorities? And noting that often they don't receive the full amount that they requested, there was some concern about whether or not they would be able to fund raise, given some of the cost agencies have been experiencing to the COVID-19 responses.

So we reached out to everybody and ultimately, they all do want to move forward. And when I say “they” it is all the agencies who are proposed for funding, as well as the City proposals. I think we had a knee-jerk reaction to pause everything and make sure that it was the right way to go. And ultimately now, a few months later, with a little footing under us, we feel like that these are still important projects and they are still priorities.

There was a question at the last meeting, I believe, if they would not receive full funding, how that would affect the project. It really depended on the nature of the project. So some of them, for example, Front Door Agency, can't really be scaled back. It's converting a heating system so it's an all or nothing and they indicated they would fund raise. Other entities such as Opportunity Networks and Boys & Girls Club indicated that they will try to fund raise and if they can't, they might revise the scope of work down. I think Opportunity Networks got to speak at the last meeting and if I recall it was 2 or 3 bathrooms that they were proposing to renovate. So in that case, they said that they would focus their attention on the larger bathroom that was going to contain the lift and put the priority there.

So ultimately, everybody felt confident that their projects would still go forward and stay on a pretty decent timeline. Generally, we do try to get these projects out within a year's time. Obviously, it takes a little bit of time to get money from HUD, draft agreements, do environmental reviews, things of that nature, but we do try to roll them out in that one-year time.

As far as the City's projects, there's a couple of park improvement projects; the Futsal Court on Ash Street. That is still a priority because there are other grant funds that are already allocated towards that. So they do want to move forward with that. And then the two parks, Los Amigos and Sandy Pond, they felt it is important, even though parks are currently closed right now. We hope that in the coming months the fall-time or who knows when, I can't speculate, but when those parks do open, it will be a priority to provide those resources to the community especially after so many months (audio cuts out).

So that's I think it, in a nutshell, related to the process, the Consolidated Plan has been posted. The list of activities here is what we refer to as our Action Plan. So each year of the Consolidated Plan we have an Action Plan. The consolidated plan is 5 years. This is our first year action plan. So these are the activities that we will carry out this first year and then going on the next four years, we will try to address the priorities that were identified in the plan.

We are taking public comment on that for about two weeks. I should have written the date down, I don't have it right in front of me, but it was just posted this week so there is time if people want to submit comments. They can e-mail me the information; it is on the Urban Program's Department Website on the City's Platform or they can even call me and leave a voicemail if they don't have access to e-mail. There's probably a lot of questions?

Chairwoman Kelly

Are there questions from the Committee? I see heads, no? Everybody's good. OK. I am going to make a quick comment here. I want to thank you, Carrie, for putting so much work into it. I know other Cities have large Departments and you do this yourself every year and it is a big document and it is an important one. So I appreciate that work. I also just wanted the Committee to know that Carrie and I worked together on that list of questions we wanted from everybody. So she highlighted most of them, but that was pretty much the response that we got, was that we would find a way or we would use the funds and fundraise the rest.

I actually was interested in the City projects, if they, and I could have reached out and I just thought about this. I was looking at what they asked for and what we allocated, if they are going to still be able to find the remainder. Because I think we in most cases we gave them about half of what they asked for. So is that a Nick Caggiano question, or do you know the answer?

Carrie Schena, Urban Programs Manager

So I partly know the answers. I know Nick did respond probably in April to the question about what he would do with the parks. And I think it was a similar thing where he would probably have to scale back. I know Los Amigos the idea was to replace a lot of the equipment and if he didn't get the full funding, it would just not be a full replacement or he wouldn't do as many tables or something like that. I don't recall for Sandy Pond what he specifically said, I can't speak to that. And then on the Ash Street Futsal Court, it was actually the opposite, where I know Director Sarah Marchant, Director of Community Development is overseeing that. She had indicated that more money would be ideal on that just because the lights have a set cost and they have a certain amount of lights in mind for it to make sense. So that was what I received on that one.

Chairman Kelly

Interesting. And then the other comment I wanted to make and then I'll kick it back to everybody is that in reviewing your plan, our potential projects here do follow pretty instep in terms of helping with housing and youth, kind of being the top two needs outlined by the plan.

Carrie Schena, Urban Programs Manager

I would agree with that.

Chairman Kelly

Alderman Wilshire.

Alderman Wilshire

Thank you. It says on the Resolution that the Ash Street Futsal Court #4 is also going to be funded by the YMCA, \$25,000.00? Carrie, do you know if they are still doing that?

Carrie Schena, Urban Programs Manager

The last time that I spoke to Sarah Marchant, which wasn't that long ago about this, it was just a few weeks ago, she said that that was still a go. They had already received that grant so it is kind of sitting and waiting for the City. So they were probably looking for about the half or 50% match to that to come out of the City.

Alderman Wilshire

Thank you.

Chairwoman Kelly

Are there are other questions from the Committee? Ok. So I think our next step here would just to

be to review the allocations that we have. There is a motion that we will need to make because that small piece of money that we put into the COVID Impact, Carrie has found a place that we can bring that back in that makes us whole for what we had. But I don't know if anybody on the Committee would like to make any adjustments to our allocations based on the information that we just went over. Why don't I walk through them one by one and if anyone has anything they want to adjust we can just talk to it.

So I am looking at both what was asked for and what we allocated. I am going to skip down because the first few we had to allocate as is. I am going to go down – oh somebody came off of mute? OK, anybody want to say anything? OK so the first one that is affected by what we did was the Futsal Court was asking for \$25,000.00, so it sounds like that whole project is a \$50,000.00 project and we gave them \$10,000.00. Everybody OK? I am trying to look at two spread sheets and you guys.

The next one was the Boys & Girls Club, they were asking for \$68,373.00 and we gave them \$39,000.00. Front Door Agency asked for \$60,000.00 and we gave them \$30,000.00. And then the park we were just speaking of, Los Amigos, they were hoping for \$35,000.00 and we gave them \$15,000.00. All still good there? Marguerite's Place for the windows replacement we allocated \$30,000.00 and their ask was \$48,015.00. OK. The Children's Home withdrew. Opportunity Networks, that was the two bathrooms that they came and spoke to us about. And it sounds like if we give them some, they will prioritize one or the other. They were asking for \$60,000.00 and we gave them \$33,000.00.

The Owner-Occupied Housing Improvement, this is a program that the City was bringing forward and they asked for \$75,000.00 and we gave them \$50,000.00. The PLUS Company was looking for \$25,000.00 and we gave them \$15,000.00. And this is a place where potentially if we wanted to make any adjustments, The Rental Improvement Program was at \$110,000.00, we actually gave them \$150,000. We felt that was pretty strong with the Consolidated Plan. Then the last was Sandy Pond, they had asked for \$30,000.00 and we gave them \$10,000.00. So that worked out to the full amount that we had to allocate. I want to make sure I didn't miss anybody's hand up? Oh, Alderman Klee?

Alderman Klee

I just want to make sure that I am understanding this. We originally had the \$41,527.00 that we pulled, correct? It was short.

Chairwoman Kelly

Oh I'm sorry. I was trying to figure what the pulled was. I get it now. Yes.

Alderman Klee

That was the part that was pulled because of the COVID is that correct?

Chairwoman Kelly

Correct.

Alderman Klee

And now we are saying that we have it back?

Chairwoman Kelly

Yes.

Alderman Klee

So I don't know how the others feel, but if we were going to put any extra funding in considering everything that has happened with people's homes and so on, I think I would prefer to put it back or are we just completely whole now? But if we did have any extra funds, I think I would rather put it into something like the Owner Occupied Housing Improvement, because I think that, or the Rental, because I think that's where people are going to be needing the most help.

Chairwoman Kelly

And I think that was our original conversation as a Committee. I'm sorry, who do I got?

Alderman Klee

Just me, Trish, I mean Alderman Klee, sorry.

Chairwoman Kelly

OK I think that was our original thought as a Committee and I think you are right. Let me just explain the \$41,000.00 that we pulled out. So we were looking to adjust that and maybe Ms. Schena, can you explain where that's coming from? You are much more versed in where that's coming from and how we are going to fill that gap.

Carrie Schena, Urban Programs Manager

Sure thank you. So we received program income each year and that is actually loans that have been repaid at this point through the Housing Rehab or the owner-occupied housing rehab program. We do estimate at the start of each year how much we think we are going to get. For example, in this Resolution or for this upcoming year, we were estimating \$45,000.00 so we include that original estimate in the amount available. Any program income or loans that are repaid over and above what we estimate, goes back into the Rehab Program. And so it sort of acts as a revolving loan fund to a degree. Sometimes, you know, for example in this Resolution, if it is under that \$50,000.00 and we get more than \$45,000.00 in program income, that excess will go and into the \$50,000.00. When the Rental Rehab Loans start repaying, the same thing will happen with that.

When we were looking at running End-of-the-year reports and things of that nature, looking at how much program income we've received because we actually had a couple of loan repayment in the last few months actually while we have been working remote. That triggered us to look at how much was in that account and as I said in the Memo, the amount we've received in those loan repayments beyond what we estimated, so over and above, is \$67,450.00. So there's enough money there to cover the hole that was left in this Resolution by reprogramming the activities to the COVID Impact Fund. So the thought was, and again typically we wouldn't want to take money out of a Housing Program. We wouldn't in a regular time advocate to take those loan repayments for other activities but you know, given the circumstances of where we were kind of responding in an emergency way and trying to move things quickly, we felt that this was just a good way to make it whole this year.

Alderwoman Kelly

Alderman Klee?

Alderman Klee

Thank you very much. So I just want to make it clear, so the \$67,450.00 that you referenced to being above and beyond the \$45,000.00 is that correct? I know we reprogrammed \$41,527.00 because of the COVID. But this \$67,450.00 is that above the bottom line of what we are looking at or what we had been looking at? I guess I am a little confused? Once we have added everything up, we go down and we say \$15,000.00 for this; \$75,000.00 for that. Is there money that we should be putting in the Contingency Plan or do they know the Contingency we said “to be determined” if I remember correctly. And I am looking at it here, I know I see \$5,351.06 into Contingency but I think overall it was still to be determined once we knew what everything was going to be.

So I guess the question I am asking is what is the bottom line dollar amount that we are looking at that we have in excess of or beyond what we originally spoke about or that we have a shortfall of. And I am assuming that we have in excess and not a shortfall? Does that sound clear?

Chairwoman Kelly

Yeah that’s clear and I think I understand and I may ask Ms. Schena to talk to it. I just forwarded you this Memo to you so you can look at it again. It’s basically what was taken, that \$41,527.00 we were going to restore in whole back to what we had so we didn’t have to make any changes to our allocation. That being said, if the Committee would like to not put the \$5,000.00 in Contingency, we could adjust that. But I think the thinking was, let’s just make us whole and it sounds like the program income is above and beyond that \$41,000.00, around \$20,000.00, or so will still be there, we are not emptying it out.

Alderman Harriott-Gathright

Did you send that to all of us or just ...?

Chairwoman Kelly

I sure did.

Alderman Klee

Yeah, I see it. I don’t think we got it originally.

Chairwoman Kelly

My mistake I thought everyone was on it, so now you guys have it.

Alderman Klee

Thank you, I appreciate that.

Chairwoman Kelly

Hopefully, it's a little more clear now.

Alderman Klee

Kinda. So the bottom line is that we are talking about putting the \$5,100.00 and X Dollars into the Contingency and I am absolutely fine with that.

Chairwoman Kelly

Alderman Gathright, did you have a question? I heard your voice before.

Alderman Harriott-Gathright

I was just looking for the e-mail that you just sent. I just got it.

Chairwoman Kelly

OK, do we understand the changes that are being made and are we comfortable with them? Ms. Schena?

Carrie Schena, Urban Programs Manager

So I was just going to try to clarify it a little bit. So in the original Resolution, it was a list of previous CDBG activities that had balanced this after we completed the project. We either came in under budget or something like that. That amount is what totaled the \$41,527.00. When we were trying to create the Impact Fund Program, we were looking for all of the available funds that we had at the moment and since those were balances we had on the book, that was why we opted to move those and basically it left that hole in this Resolution.

Since that time, like I said we've been running reports, and we are able to see that we got and we currently, again, have program income now that's money we have received, checks that have come in that we have deposited and it is sitting in the account. So it is not next year's money or anything like that. It is sitting in our current Owner-Occupied Rehab Program. So it would need to be in this Resolution to take it from that line item and put it towards this Resolution. I don't know if that helps.

Chairwoman Kelly

Alderman Klee?

Alderman Klee

So you're looking for an amendment to put the \$41,527.00 is that what you are looking for, to put that back into the funding?

Chairwoman Kelly

Yes.

Alderman Klee

I am happy to make to request that amendment or to make that motion to put the \$41,527.00 back into the fund.

Chairwoman Kelly

And it would come from FY20 Program Income, is that?

Alderman Klee

Right. Yes.

Chairwoman Kelly

OK perfect.

Alderman Klee

That was what we saw originally when we looked at the CDBG sources, and we see all these other programs that had the excess money so I understand that.

MOTION BY ALDERMAN KLEE TO AMEND R-20-026 TO ALLOW FOR \$.69 FROM THE REMAINING BALANCES OF THE FY19 CDBG ADMINISTRATION, FY19 CONSTRUCTION MANAGEMENT, FY17 VIETNAM VET'S BASKETBOALL COURT TO TOTAL \$751,042.69, BY ROLL CALL

ON THE QUESTION

Chairwoman Kelly

Is there any additional comments or questions? Alright, will the Clerk please call the roll? Oh you've got something.

Carrie Schena, Urban Programs Manager

Just one quick comment and I know I drive the Committee crazy with this. I tried to ask Finance if it was necessary and there is still \$.69.

Chairwoman Kelly

I see that. Why don't I read what we have in front of that?

Carrie Schena, Urban Programs Manager

And I honestly don't know if it is necessary if it less than \$1.00 but ...

Chairwoman Kelly

Let me read what is here. So Alderman Klee, the recommendation is to amend to allow \$.69 from

the remaining balances of the FY19 CDBG Administration FY19 Construction Management and FY19 Vietnam Veteran Basketball Court to total \$751,042.69.

Alderman Klee

Yes, exactly what I would have said.

Chairwoman Kelly

Is there any more discussion on that motion? Ok can the Clark please call the roll?

A viva voce roll call was taken which resulted as follows:

Yea: Alderwoman Kelly, Alderman Harriott-Gathright,
Alderman Klee, Alderman Wilshire 4

Nay: 0

MOTION CARRIED

MOTION BY ALDERMAN WILSHIRE FOR FINAL PASSAGE OF R-20-026 AS AMENDED, BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Alderwoman Kelly, Alderman Harriott-Gathright,
Alderman Klee, Alderman Wilshire 4

Nay: 0

MOTION CARRIED

GENERAL DISCUSSION

Alderman Klee

I'd just like to thank everybody for all the hard work they did. And Ms. Schena, thank you so much keeping us all on track and I truly appreciate all this. Sometimes it is kind of hard to get through everything and I know you were trying to balance everything, especially with COVID. So great job and thank you very much.

Carrie Schena, Urban Programs Manager

Thank you, it's my pleasure, you guys are good to work with.

REMARKS BY THE ALDERMEN - None

POSSIBLE NON-PUBLIC SESSION - None

ADJOURNMENT

MOTION BY ALDERMAN WILSHIRE TO ADJOURN BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Alderman Harriott-Gathright, Alderman Klee,
Alderman Wilshire, Alderwoman Kelly 4

Nay: 0

MOTION CARRIED

The meeting was declared adjourned at 7:31 p.m.

Alderman-at-Large Lori Wilshire
Committee Clerk