MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD JUNE 21, 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, June 21, 2019. Chairperson Eric Wilson called the meeting to order, and the Recording Secretary called the roll at approximately 8:33 a.m. with the following responses:

Present
Eric Wilson
Paul Deschenes
Thomas Monahan
Mariellen MacKay
James Tollner

Absent

The following persons were also present: Lori Wilshire, Aldermanic Liaison; Paul Janampa, Catholic Charities of NH; George Robinson, Public Attendee; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cary Soto-Lozada, Finance Manager; Sean Fagan, Facilities Manager; James Floras, Modernization Manager; and Andrea Reed-Lenane, Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority’s regular meeting minutes dated May 17, 2019, accept them, and place them on file. Mr. Monahan made a motion, and Ms. MacKay 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 Mr. Tollner seconded. The Communications were as follows: Monthly Operational Reports – May 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 stated the rent receivables look low, with the exception of Bronstein. Mr. Costa explained the status of the receivables overall.
Mr. Tollner requested clarification on how a repayment agreement between NHRA and a resident works. Mr. Costa explained. Mr. Wilson then explained how court ordered repayment agreements work. Mr. Janampa from Catholic Charities of NH asked what happens if a resident is evicted through the courts. Mr. Wilson explained this process as well.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

Modernization work continues to progress at Fairmount Street, Forge Drive, and Flagstone Drive. The new look at these developments has been well received by residents.

Lynn Morrow, HUD Manchester, performed compliance monitoring of NHRA’s Single Room Occupancy Program on Tuesday, June 11. During the closeout interview, Ms. Morrow stated that she would produce a monitoring report within the next few weeks. Lisa Cox has been working with Ms. Morrow and Southern New Hampshire Services throughout this process.

I have reached out to Peter Roche seeking a few dates and times that a meeting can be coordinated in June. I’m awaiting his response. Once I hear back, I will reach out via email to coordinate meeting dates and times for consideration. Additionally, I had provided Peter with some additional data, reflecting financial information on a development basis, instead of the previously provided AMP level. Peter stated that he would need some additional time to filter through the information and would get back to me.

NHRA has reached out to Alderwoman Melizzi-Golja at the suggestion of Mr. Tollner. A voicemail was left requesting a return call.

Mr. Costa stated the meeting with Mr. Roche has been held since the writing of the Executive Director’s report and deferred to Mr. Wilson and Mr. Monahan should there be anything about the meeting they would like to discuss.

Mr. Monahan stated there may need be a change in the course of redevelopment planning based on newly discovered complexities. Mr. Monahan spoke about the possible process of developing the land at Tenth Street. Mr. Wilson said a homeownership program was discussed for this land.

Mr. Wilson discussed the accounting differences needed between AMPs, and therefore splitting them up into developments financially, giving a clearer picture of how each property impacts the bottom line. Mr. Costa said Ms. Soto has already completed the separation of developments for accounting. Mr. Monahan further expanded upon the discussions held in the meeting, including the possibilities for multi-use developments, Low-Income Housing Tax Credit (LIHTC) and other types of housing which could be done using the equity NHRA has in the land, as well as additional funding. Mr. Monahan spoke about financing and funding opportunities for non-profits and how these are being explored. Mr. Monahan then spoke about land leases and how these would also help the Authority.
Ms. MacKay asked if the costs for this process are worth the gain. Mr. Wilson stated it is more labor intensive as opposed to costly, and why.

Mr. Janampa asked about Tenth Street and requested clarification. Mr. Wilson explained. Mr. Janampa asked if outreach to the community is conducted when these projects are done. Mr. Wilson confirmed. Mr. Monahan further explained the process and why NHRA is looking to redevelopment the area, including serving the community.

Mr. Tollner requested a plan be put in place regarding upcoming opportunities. Mr. Wilson agreed and said this was part of the meeting with Mr. Roche, noting the plan is approximately eighty-percent complete.

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 further comments, additions/deletions, corrections, or discussion.

There being no further discussion, motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 19-2344

BY THE NASUHA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING TWO, ONE-YEAR CONTRACTS BEGINNING JULY 1, 2019 AND ENDING
JUNE 30, 2021 FOR ANSWERING SERVICES TO NATIONWIDE CALL CENTER
SOLUTIONS, LLC, 501 RIVERSIDE PLACE, BEDFORD, NH 03110 AT A CONTRACT
COST OF $25,740 ($1,055 PER MONTH FOR YEAR ONE AND $1,090 PER MONTH FOR
YEAR TWO) UNDER THE PUBLIC HOUSING OPERATING BUDGET

The Chairperson entertained a motion to approve Resolution No. 19-2344. Mr. Tollner made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan asked if this is the same contractor previous years. Mr. Costa confirmed. Mr. Wilson asked if they have bilingual staff. Mr. Costa said yes.

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

AYE

James Tollner
Mariellen MacKay
Thomas Monahan

NAY
Paul Deschenes  
Eric Wilson  

Motion passed.  

BILL/INVESTMENTS:  

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 61683 through 61812 and from the Park View Apartments Cash Disbursement List – check numbers 5405 through 5411 and to approve the investments as listed. Mr. Tollner made a motion, and Ms. MacKay seconded the motion.  

Mr. Monahan asked for clarification on a check for a cell tower and related taxes. Mr. Costa explained. Mr. Tollner requested an explanation on a check to a contractor. Mr. Costa clarified.  

Mr. Deschenes asked how the contractor for the pest control is doing. Mr. Costa said they are doing a good job. Mr. Deschenes asked about compliance and enforcement problems with residents regarding pests. Mr. Costa explained.  

Mr. Monahan asked about investments and mentioned the Board should keep the interest rates in mind as some investments are coming up to expiration.  

The Chairperson asked if there was any discussion. There being no further discussion, the motion carried unanimously.  

COMMISSIONERS' COMMENTS:  

Mr. Monahan asked about Fossa Avenue. A brief discussion took place. Ms. Wilshire explained the City of Nashua paving plan. Mr. Deschenes asked about NHRA staffing. Mr. Costa said a Section 8 Program Specialist has been hired. Mr. Costa also stated multiple applications have been received for the job of Property Manager and the hiring process is being conducted.  

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. Monahan seconded the motion. Motion carried. Meeting adjourned at approximately 9:10 a.m.

Respectfully submitted,

[Signature]
Andrea Reed-Lenane
Recording Secretary