MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD JULY 19, 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, July 19, 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 Tollner

**Absent**

The following persons were also present: Hayden Moses, Bishop Guertin High School; 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; and Andrea Reed-Lenane, Recording Secretary.

**MINUTES:**

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated June 21, 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. Deschenes made the motion, and Mr. Tollner seconded. The Communications were as follows: Monthly Operational Reports – June 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; NHRA Fiscal Year 2018 Audited Financial Statements.

The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.
Mr. Deschenes noted the receivables at Maynard Homes are high, as well as other family developments. Ms. MacKay noted Bronstein appeared to be at a higher percentage as well. Ms. Lombardi explained the nature of the outstanding balances, including breached repayment agreements, and stated NHRA is taking collection action. Mr. Deschenes commented the Vacancy Report does not reflect a lot of residents moving. Mr. Tollner asked if the maintenance staff who work on the vacant units have other tasks to complete when there are not a lot of vacancies. Ms. Lombardi said yes, this is an excellent time to get other work orders completed.

Mr. Wilson commented the waiting lists seem to be extensive and asked if there is a purge needed. Ms. Lombardi said the last purge was in 2016 and confirmed one would be warranted if NHRA does not see a lot of movement in the waiting lists, which we have. Ms. Lombardi explained this process to the Board. Mr. Wilson also asked if NHRA maintains email addresses for applicants. Ms. Lombardi said yes, this is an area to complete on the preliminary application. A discussion was held regarding the updating of the waiting lists via emails to applicants and how applicant email addresses are utilized overall by NHRA, as well as how updates to housing applications are conducted and what applicants need to supply to NHRA. Mr. Tollner asked for an explanation of the NHRA resident preference, which Ms. Lombardi clarified.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

NHRA has held its' annual Resident Advisory Board Meeting and a Public Hearing on July 9 and 10 to discuss all aspects of the PHA Plan, Capital Fund 501-19 Program, and Five-Year Action Plan. The PHA Plan includes a solid focus on redevelopment opportunities in the upcoming year. Updates to the Housing Choice Voucher Administrative Plan will include HUD regulated streamlining to the program, providing some flexibility and paperwork reduction for Section 8 staff. Submitted for your review and consideration for approval are the finalized PHA Plan and Capital Fund Program attachments.

NHRA has received its Fiscal Year Ending September 30, 2018 Audit report, completed by Roy & Associates. I am very pleased to report there were no findings, and NHRA continues to operate in a responsible fiduciary manner. A job well done by Cary Soto and staff!

I am pleased to introduce Shaleka Wilson to the Board. Ms. Wilson is NHRA's newest member of the Section 8 Department. We wish her much success!

The Chairperson entertained a motion to accept the Executive Director's Report. Mr. Deschenes made a motion, and Mr. Tollner seconded.

The Chairperson asked if there were any further comments, additions/deletions, corrections, or discussion.
Mr. Monahan asked if there were an RAD updates. Ms. Lombardi said no. Mr. Monahan asked if the timing of the receipt of the audit report was normal. Ms. Lombardi said yes, the timing meets all deadlines and explained the process. Mr. Monahan asked if this met U. S. Department of Housing and Urban Development (HUD) guidelines. Ms. Lombardi said yes.

Mr. Wilson noted the auditor’s letter to the Commissioners stated there were no significant findings and requested clarification. Ms. Lombardi explained. Mr. Tollner commented the letter did not seem to be thorough. Mr. Tollner asked if the auditors communicate with NHRA throughout the year or during the audit. Ms. Soto-Lozada said during the audit. Mr. Tollner asked if there were any recommendations made by the auditors to NHRA. Ms. Lombardi said no. Mr. Wilson requested clarification of the auditor’s note regarding the proportionate share of the net pension liability. Ms. Soto-Lozada explained this is new requirement regarding the Other Post Employment Benefits.

Mr. Monahan asked if approval of the Executive Director’s report means the audit is being approved. Ms. Lombardi said the audit is traditionally supplied as informational. Mr. Wilson stated the approval of the audit should be placed on the agenda for next month under a resolution, to which all Commissioners agreed.

There being no further discussion, motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 19-2345
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
APPROVING ITS ANNUAL PUBLIC HOUSING AUTHORITY PLAN, STATEMENT OF HOUSING NEEDS AND STRATEGY FOR ADDRESSING HOUSING NEEDS, CAPITAL FUND PROGRAM 501-19 ANNUAL STATEMENT AND FIVE-YEAR ACTION PLAN FOR FISCAL YEAR BEGINNING OCTOBER 1, 2019

The Chairperson entertained a motion to hold on the vote to approve Resolution No. 19-2345. Mr. Tollner made a motion, and Ms. McKay seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan stated he was not prepared to vote on this resolution and asked if there are time constraints. Ms. Lombardi confirmed it is due in July. Mr. Wilson suggested a voice or email vote be held on July 26, 2019 for passage of this resolution.

Mr. Tollner amended the motion to hold an email vote no later than July 26, 2019 for passage of the resolution, Ms. MacKay seconded.

A call of the roll was not required. Motion passed.
BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 61813 through 61921 and from the Park View Apartments Cash Disbursement List - check numbers 5412 through 5416 and to approve the investments as listed. Mr. Tollner made a motion, and Ms. MacKay seconded the motion.

Mr. Tollner request clarification of a remittance, as did Mr. Monahan. Ms. Soto-Lozada and Mr. Costa explained.

Mr. Wilson asked about the City of Nashua landfill and if residents get charged for disposal of waste from their trash barrels. Ms. Lombardi said no, and explained these charges are for disposal of bulk items and clean-outs of units which require trips to the landfill by NHRA maintenance staff.

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

COMMISSIONERS' COMMENTS:

Mr. Tollner asked how many residents attended the Annual Meeting and if they had any concerns. Ms. Lombardi said approximately ten and there were no concerns stated.

Mr. Deschenes said a light was broken at Sullivan Terrace South by someone throwing a rock at a lamp post. Mr. Deschenes inquired if there is a preventative measure so the lights will not be broken. Ms. Lombardi said they do sell cages for the lights and asked if there was a particular light which was being broken on a regular basis. Mr. Deschenes said it was the first time to his knowledge. Mr. Deschenes also said the glass from the break was cleaned up right away, although it happened over the weekend. Mr. Deschenes noted there are problems with the timers. Mr. Fagan said he will look into replacing them.

Mr. Deschenes said he is planning on posting signs for the upcoming weekend in 56 and 57 Tyler Street stating the community room at 57 Tyler Street is a cooling station, as the weather is supposed to be extremely hot. Ms. Lombardi agreed this was a good idea and said she would print off flyers for posting.

Mr. Monahan asked if NHRA is prepared to keep residents cool in the upcoming heat this weekend. Ms. Lombardi said in the family developments, most residents have air conditioners of their own and the community rooms at the other buildings have them as well.

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