

**MINUTES OF THE ANNUAL MEETING  
OF THE COMMISSIONERS OF THE  
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
HELD OCTOBER 15, 2021**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its annual meeting remotely via phone and computer teleconferencing in Nashua, New Hampshire, at 8:30 a.m. on Friday, October 15, 2021. Chairperson Thomas Monahan called the meeting to order, and the Recording Secretary called the roll at approximately 8:39 a.m. with the following responses:

**Present**

Thomas Monahan (in his vehicle)  
James Tollner (in a private location with no others present)  
Eric Wilson (in a private office with no others present)  
Paul Deschenes (in a private location with no others present)  
Helen Honorow (in a private office with no others present)

**Absent**

Nashua Housing and Redevelopment Authority is holding this meeting pursuant to RSA 91 which permits state and local government bodies to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving to the extent feasible the public's right to notice of such meetings and the ability to observe and listen contemporaneously. Pursuant to Emergency Order #2 issued pursuant to Executive Order #2020-04, gatherings of fifty people or more are prohibited. 3. To implement these orders and recommendations per the requirements of RSA 91-A:2III(B) that a quorum of a public body be physically present unless immediate action is imperative is waived for the duration of the state of emergency declared by Executive Order #2020-04. To further implement these recommendations and requirements in RSA 91-A:2III(C) that each part of a meeting of a public body be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting is waived for the duration of the state of emergency declared in Executive Order #2020-04 so long as the public body provides; (a) public access to the meeting by telephone, and additional access by video or other electronic means; (b) provides public notice of necessary information for accessing the meeting; (c) provides a mechanism for the public to alert the public body during the meeting if there are problems with access; (d) adjourns the meeting if the public is unable to access the meeting.

The following persons were also present: Lori Wilshire, President, Board of Alderman; Linda Harriot-Gathright, Aldermanic Liaison; Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cedric Dancy, Property Manager; David Sanchez, Property Manager; Maureen Killoran, Asset 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 and nonpublic meeting minutes dated September 24, 2021, accept them, and place them on file.

Mr. Tollner made a motion, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**COMMUNICATIONS:**

The Chairperson entertained a motion to waive the reading of the Communications, accept them, and place them on file. Mr. Tollner made the motion to accept all Communications. Mr. Wilson seconded. The Communications were as follows: Monthly Operational Reports – September 2021 – 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 Development Sheet dated October 8, 2021

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

Mr. Deschenes noted that the rent collections were going well with the exception of a few minor bumps in the road. Ms. Lombardi confirmed, stating that NHRA is continuing to serve residents who are delinquent in paying their rent, as well as working with them to design repayment agreements that are affordable. Ms. Lombardi said NHRA is also referring residents to emergency rental assistance programs to obtain help with making rent payments.

Mr. Monahan noted that there are 1,970 families on the public housing waiting list, and 4,003 families on the Section 8 waiting list which appears a record high for Section 8 applicants. Mr. Monahan also stated for the record that there are 424 families on the Cotton Mill waiting list. He reminded all of the standing issue of not having enough units for applicants. Mr. Monahan said he reviewed the number of applicants on the one and two-bedroom public housing waiting lists and noted both totals are huge, being well over 1,200 families. Mr. Monahan went on to say that in reviewing the three, four and five-bedroom public housing waiting lists he saw NHRA is coming close to 450 families awaiting housing. Mr. Monahan said this reminded him of a good thing that had happened a few months ago when Mr. Tollner and Mr. David Fredette had made NHRA aware of some three-bedroom units in south Nashua that are available for sale. Mr. Monahan said he and Ms. Lombardi had a chance to view the property at the time and it looked like a good opportunity, but with Bronstein Redevelopment happening it had to be set aside. He stated he would like to form a subcommittee to look into the current availability of the

units, and whether NHRA should move forward. Mr. Monahan offered to appoint Mr. Tollner and Ms. Honorow if they wanted to accept. Mr. Monahan acknowledged Mr. Tollner was already familiar with the property, and explained to Ms. Honorow that NHRA already owns some units in the area, so if we are able to move forward it could be great. Mr. Tollner said he would be happy to look further into this, as did Ms. Honorow. Mr. Monahan thanked them both and said he looks forward to hearing more information.

Mr. Monahan said he reviewed the vacancy report compilation sheet and became concerned that the apartment turnaround days are over ninety. Mr. Monahan asked if it is a workforce problem and if it would require hiring outside help or additional staff, as well asking for a general explanation. Ms. Lombardi explained it is not a workforce issue. She provided the Board with some background on how NHRA updates public housing applicants from the waiting list. Ms. Lombardi said NHRA selects names from the top of the waiting lists in batches, for example, thirty names may be pulled from the top of a waiting list to be updated. Ms. Lombardi went on to explain that there are a number of contributing factors along with COVID having an impact on the process of updating applicants to fill vacant units. She said applicants are not following through on completing the update process, at which point they are removed from the waiting list, and additionally may have poor landlord references or criminal background checks, fraud or other disqualifying factors which make them ineligible for housing. Ms. Lombardi said that some applicants who do follow-through and qualify then inform public housing staff they do not have the funds required for security deposit and prorated rent. Ms. Lombardi said public housing staff have worked with applicants to make special arrangements for their security deposits and first month's rent, as well as directing them where to obtain assistance with same. Ms. Lombardi explained that due to the ongoing issues with vandalism, crime, potential drug use and such at 56 and 57 Tyler Street that it has reached a point where people are less likely to want to move to these buildings. She went on to update the Board on the progress of setting up security cameras at the Tyler Street building, stating that Mr. Jim Floras and Mr. Scott Costa have been working on the system design. Ms. Lombardi said specifications have been completed to evaluate if NHRA can obtain more on-site security. She also noted NHRA is working with the Nashua Police Department (NPD), and has reached out to Deputy Chief Rourke of the NPD to have additional patrolling in that area. Ms. Lombardi then reiterated to the Board that the vacancy days being taken are not a workforce issue, but an applicant issue. Mr. Monahan said when he looked at the report, he found it concerning that this is not only a revenue reducer for NHRA, but more importantly there are families that do not have an opportunity to have a residence. He noted he is aware that we will always have vacancies, but if there are things we can do to get the number of vacancy turnaround days down from where they are to even fifty, it would be an accomplishment.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

## **EXECUTIVE DIRECTOR'S REPORT:**

I would like to extend my gratitude to the Board of Commissioners at NHRA. The staff and I are grateful to have been recognized for our performance over the prior year and appreciate the continued support from the Board.

Abatement of asbestos from the Bronstein Development is ongoing under the supervision of Scott Costa. Once abatement is complete and it is safe to perform demolition of the buildings this will be communicated with the Board. There are plans to hold a groundbreaking event at the property sometime during the first two weeks of November. I have extended an invitation to Governor Sununu, but have not yet received a response on his availability. Once the date is set, I will inform the Board with the hope that all can attend the event.

I am pleased to report that NHRA has hired Maureen Killoran to step into the role of Asset Manager in the Finance Department. Ms. Killoran has been employed by NHRA for six years as the agency's finance accountant. Please join me in wishing her success in her new role with the Authority.

NHRA has filled vacant positions within its Public Housing and Section 8 Departments over the past few months. I had anticipated introducing the new staff in-person, but with COVID preventing the group from holding traditional meetings, I do not want to delay their introduction any longer. Please join me in welcoming Ms. Jordan Lefebvre as NHRA's new Section 8 Program Specialist, and Ms. Amy Brasil as NHRA's new Assistant Property Manager.

I am in need of all of the Commissioner's signatures for the new accounts that have been set-up with through Citizens Bank for the 4% and 9% accounts as we have to have our binders in place. Please anticipate a call from Ms. Reed-Lenane regarding setting up some time for her to obtain these.

The Chairperson entertained a motion to approve the Executive Director's Report. Mr. Tollner made a motion, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Deschenes asked if there is any urgency to obtaining the signatures from the Commissioners. Ms. Lombardi said yes, she would like to see it done by the upcoming Wednesday so everything Citizens Bank needs is in their hands.

Mr. Wilson suggested that Ms. Lombardi invite Senator Hassan, Senator Shaheen, or Representative Custer from our district to the groundbreaking event. Mr. Monahan said this was a great idea.

Mr. Monahan welcomed Ms. Killoran, Ms. Brasil and Ms. Lefebvre to their new positions with NHRA.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**NEW BUSINESS:**

**RESOLUTION NO. 21-2406  
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
AWARDING A TWO-YEAR CONTRACT FOR ELEVATOR SERVICE  
BEGINNING NOVEMBER 1, 2021 AND ENDING OCTOBER 31, 2023 TO  
KONE ELEVATOR, INC., ONE NEW BOSTON DRIVE, CANTON, MA 02021  
AT A TOTAL CONTRACT COST OF \$52,416 UNDER THE OPERATING BUDGET**

The Chairperson entertained a motion to approve **Resolution No. 21-2406**. 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 NHRA had been happy with Pine Street Elevator. Ms. Lombardi said yes, it was NHRA's first two-year contract with them and we had encountered no issues. Mr. Monahan asked if NHRA had ever conducted business with KONE Elevator. Ms. Lombardi said NHRA has had multiple contracts with KONE in the past and we have also been pleased with the work performed.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**RESOLUTION NO. 21-2407**  
**BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY**  
**APPOINTING A SECRETARY FOR THE AUTHORITY**

The Chairperson entertained a motion to approve Resolution No. 21-2407. Mr. Tollner made a motion, and Ms. Honorow 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**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 65504 through 65631 and from the Park View Apartments Cash Disbursement List – check numbers 5614 through 5618 and to approve the investments as listed. Mr. Wilson made a motion to approve, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan noted there are checks made payable to Market Square and Boston Capitol for significant amounts of money. Mr. Monahan requested confirmation from Ms. Lombardi that these bills were being paid from monies deposited into accounts from the closing of Bronstein. He said we received money well in excess of these amounts for our development fees, and therefore he wanted to be certain these payments are not coming directly out of operating funds, but instead out of those accounts. Ms. Lombardi said this was correct.

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

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed unanimously.

**COMMISSIONERS' COMMENTS:**

Mr. Wilson proposed that consistent with Mr. Monahan's commitment to the Authority, his dedication and longstanding partnership with same, including what he has accomplished to bring Bronstein to the stellar place where it is now, that a Resolution be brought forward at next month's meeting to name the Bronstein Redevelopment Project, upon completion, Monahan Manor. Ms. Lombardi said she would be happy to do this.

Mr. Monahan said he was speechless and this came as a total surprise. Mr. Wilson said it was not a surprise to anyone else. He explained that everyone has discussed it at length, all of the Commissioners and the staff, and it is a real honor to serve with him. Mr. Wilson went on to say that due to Mr. Monahan's efforts the City of Nashua has benefited, certainly NHRA has benefited and the new development as Monahan Manor is going to highly benefit the citizens of Nashua for a long, long time. Mr. Wilson thanked Mr. Monahan for his hard work and said everyone appreciates him. Mr. Tollner explained everyone wanted to do this a little earlier, but there was the need to wait until the official closing of the project. He also said he wished this honor was being bestowed upon Mr. Monahan in person. Mr. Monahan thanked everyone very much and said he does not feel deserving of such an honor.

**PUBLIC COMMENT:**

Mr. Deschenes asked if he and Mr. Tollner were supposed to meet to discuss a new slate of officers. Mr. Tollner apologized and said he would contact Mr. Deschenes before the next meeting.

Ms. Lori Wilshire said she could not think of a better name for the Bronstein development. She thanked Mr. Monahan, saying he is awesome and means a lot to the City of Nashua. Ms. Wilshire complimented Mr. Monahan for everything he has done for the project, as well as the City, and the Authority. Mr. Monahan thanked Ms. Wilshire and told her what she said meant a lot to him.

**ANY OTHER BUSINESS WHICH MAY COME BEFORE THE BOARD:**

None.

**ADJOURNMENT:**

The Chairperson entertained a motion to adjourn. Mr. Wilson moved to adjourn, and Ms. Honorow seconded the motion. There being no further discussion, the Recording Secretary called the roll with the following responses:

**AYE**

Helen Honorow  
Paul Deschenes  
Eric Wilson  
James Tollner  
Thomas Monahan

**NAY**

Motion passed.

Meeting adjourned at approximately 9:09 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Reed-Lenane". The signature is written in a cursive, flowing style with a large initial 'A'.

Andrea Reed-Lenane  
Recording Secretary