

**MINUTES OF THE ANNUAL MEETING  
OF THE COMMISSIONERS OF THE  
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
HELD OCTOBER 16, 2020**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its annual meeting remotely via phone and Zoom computer teleconferencing in Nashua, New Hampshire, at 8:30 a.m. on Friday, October 16, 2020. Chairperson Thomas Monahan called the meeting to order, and the Recording Secretary called the roll at approximately 8:41 a.m. with the following responses:

**Present**

Thomas Monahan (in a private location with no others present)

Helen Honorow (in a private location with no others present)

James Tollner (in a public office away from others with headphones)

Eric Wilson (in a private office with no others present)

Paul Deschenes (in a private office with no others present)

**Absent**

The Chairperson stated the meeting of the NHRA is being held via phone and Zoom computer teleconferencing to maintain Nashua Housing and Redevelopment Authority services per RSA 91A:23B. This meeting will be held without a quorum of this body being physically present in one location. Members of the public are welcome to attend remotely. The usual requirements of conduct and decorum will apply. All votes will require a roll call.

The following persons were also present: Al Wilson, CEO, Beyond Walls; Amy DeRoche, Nashua Arts Commission; Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Cary Soto-Lozada, Finance Manager; Lisa Cox, Section 8 Program Manager; Sean Fagan, Facilities Manager; James Floras, Modernization Manager; David Sanchez, Property Manager; and Andrea Reed-Lenane, Recording Secretary.

**MINUTES:**

The Chairperson entertained a motion to waive the reading of the Authority's meeting minutes and Nonpublic Session meeting minutes dated September 18, 2020, accept them, and place them on file. Mr. Tollner made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Ms. Lombardi noted an error in the minutes wherein the participation of Ms. Linda Harriott-Gathright, Aldermanic Liaison was missed, although she was present. Ms. Lombardi stated this has been corrected by the Recording Secretary.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
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. Wilson made the motion, and Mr. Deschenes seconded. The Communications were as follows: Monthly Operational Reports – September 2020 – 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 9, 2020; Beyond Walls Agreement; Genesis Community Loan Fund – Letter of Commitment (Bronstein Redevelopment); Granite State Organization Project Letter Dated October 6, 2020.

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

Mr. Deschenes asked about the vacancy report, and why more applicants had not leased up units during the month of September. Mr. Deschenes specifically mentioned the vacant units at 56 and 57 Tyler Street, and inquired why they are not filled. Mr. Deschenes also noted the rent receivable are a little high, although stated he understands why. Ms. Lombardi said NHRA is in the process of updating applicants on the waiting lists, and it has been far more difficult and time consuming due to COVID-19. Ms. Lombardi said Ms. Reed-Lenane and her staff are working to actively to place applicants in vacant units, but there has been a backlog for numerous reasons. Ms. Lombardi explained it has been harder for applicants at this time to obtain the funding to move in, it has been challenging to get applicants to respond with paperwork for updating, and all of this combined with COVID-19 has created the delays in filling units with applicants. Ms. Lombardi then explained the late rent report, stating it went up a percentage point from last month to a little over fourteen percent, also attributable to the former inability to conduct evictions. Ms. Lombardi said NHRA is continuing to work with residents on repayment agreements, and ultimately sending out eviction notices utilizing the current Center for Disease Control (CDC) guidelines for residents who cannot be evicted due to the various hardships as were mentioned at last month's meeting. Mr. Costa said there are a couple of units at the Towers which have pest control issues, and therefore have not been able to be rented for an extended period of time. Mr. Costa also said NHRA is staying on top of this issue to make sure they are cleared as quickly as possible.

Mr. Wilson asked about the unusual position of the CDC issuing eviction stay orders, and whether Attorney Gormley has been consulted regarding the legalities as related to NHRA residents. Mr. Wilson also said he is not stating unnecessary or unauthorized evictions take place, but only that the financial position of the Authority be taken into consideration as well. Ms. Lombardi said NHRA continues to serve eviction notices for lease violations and non-payment of rent.

Ms. Honorow noted paragraph ten (10) of the Beyond Walls Agreement regarding indemnification. Ms. Honorow said it seems to state there is a mutual indemnification clause for personal injury, and other such liabilities. Ms. Honorow asked why there is a mutual indemnification. Mr. Monahan said this is a very good question, and clarified that approving Communications does not mean the Board is approving the Beyond Walls Agreement. Mr. Monahan said he also has some questions regarding the Agreement. Mr. Monahan said he is not against it, but it requires some review and work prior to approval. Ms. Honorow asked for clarification on whether adding the Agreement to the Communications allowed the Board to begin a discussion regarding same. Mr. Monahan said yes, this is the exact purpose, and the Agreement does require more discussion. Mr. Monahan said based on the video Ms. Lombardi sent over prior to the meeting, he saw objects protruding from the building on one of the art projects in Lynn, MA which led him to ask some questions. Mr. Monahan also said the Agreement being presented now is the start of the discussion, and if the Board could look at it over the next few weeks and then bring it up again at the next meeting it would be a good idea. Mr. Monahan said he is concerned as well, as NHRA appears to have absolutely no say in what Beyond Walls does. Mr. Monahan said the provisions in the Agreement regarding the maintenance of the art seem vague, as well as other items. Mr. Monahan stated he believes the Agreement needs to be tighter. Mr. Monahan said Ms. Honorow certainly has some valid discussion items, and while the Board may be accepting the Communications, they are not actually voting to sign the Agreement. Mr. Wilson said he also looked at the document, and perhaps the indemnification wording should be changed to state that Beyond Walls would indemnify NHRA. Ms. Honorow said this was really her question, as the rest of the Agreement seems to be fairly acceptable, but that paragraph is really concerning. Mr. Wilson said he agrees. Mr. Wilson said that as part of his review he will look at the video link Ms. Lombardi sent. Mr. Wilson stated he does not want to vote to approve the Beyond Walls Agreement at this time, but instead wants to wait until at least next month's meeting. Mr. Monahan said he agrees, and it appears to be the consensus of the Board. Mr. Monahan clarified the Board is accepting the Communications, but is not accepting the Beyond Walls Agreement as written at this time.

Mr. Monahan said the Genesis Community Loan Fund (GCLF) Letter of Commitment needs to be reviewed, as GCLF was originally looking for a decision as of October 15. Mr. Monahan said NHRA received an extension on providing this answer through the end of October, and additional extensions could likely be obtained as necessary. Mr. Monahan said GCLF wants an answer as quickly as possible, and if any discussion is required regarding this Letter of Commitment, the Board could discuss it at a later time at the convenience of the Board members. Mr. Monahan stated this could be discussed individually with Ms. Lombardi, or certainly with other Board members present without a quorum, as could be coordinated should be Board wish to do so. Mr. Tollner asked if this was a good interest rate. Mr. Monahan confirmed that it is, and also explained other higher interest rates had been received, but after collaboration between Mr. Wilson, Ms. Lombardi, Mr. Costa, and Peter Roche, NHRA's

advisor, to research better interest rates this was the lowest one found. Mr. Monahan also said security seems to be fine. Mr. Monahan said he does think NHRA needs a little more movement on the rate, and although the Board is accepting the Communications, and gave Ms. Lombardi approval to sign the document at the last meeting, all look forward to the input of the remainder of the Board about it. Ms. Honorow stated that if this has been reviewed thoroughly and it is a good interest rate, she is satisfied otherwise with the terms but stated she does not know enough about what the current market is, and would like more of an explanation of why this is an appropriate move for the NHRA.

Mr. Monahan explained this is for the soft money, and it is a good amount of money which is not anticipated to be used. Mr. Monahan said it is soft collateral which means it is subordinate to anything else NHRA does along the way, as NHRA is in a great situation, and could mortgage other things prior to utilizing the funds. Mr. Monahan explained it is only until the closing of the construction loan. Mr. Monahan said that if something catastrophic happens this soft money is going to be used to go forward even if we are suddenly without Boston Capital. Mr. Monahan explained this collateral is adding value to what we want to do with the site plan approval, as in the site plan engineering, architectural work, and other related expenses, with the approval from the City of Nashua. Mr. Monahan said that this has already added a value of approximately four to five million dollars so if NHRA is suddenly without Boston Capital, we can go out and obtain another partner if necessary, or do it ourselves. Mr. Monahan stated that Boston Capital has been great and their expertise has been invaluable, but if they were to step aside we have something going forward, which is therefore money well invested. Mr. Monahan said this will amount to approximately one to one and a half million dollars. Mr. Monahan explained Boston Capital has already expended approximately five-hundred thousand dollars, so this will assist with reimbursing them. Mr. Monahan additionally explained that when all is said and done, and NHRA owns the project ourselves, the money will be paid by the permanent loan and financed into same. Mr. Wilson then added that this money is essentially a bridge loan to reimburse Boston Capital for what they have expended already in order to get NHRA through development and cover development expenses, which have been significant to date. Ms. Honorow said this information has been very helpful.

Mr. Monahan reminded the Board members that the document does not need to be signed until October 30, so if there are any other questions or comments in the interim, please do not hesitate to reach out to him, Mr. Wilson, or Ms. Lombardi.

Mr. Monahan addressed the Granite State Organizing Project (GSOP) communication. Mr. Monahan acknowledged this is for a good cause, and stated that NHRA does want to do everything we can do to represent the best interest of the residents as much as possible, but there is only so much that can be done. Mr. Monahan noted NHRA is creating over two-hundred units of affordable housing in the City of Nashua of different variations at Bronstein, which he is very proud of. Mr. Monahan stated the development at School Street is utilizing the development by NHRA so they can bring forward market rate units. Mr. Monahan said they are so far behind us in the process that he does not want to be impeded by their process. Mr. Monahan said we have to keep going with our development. Mr. Monahan said he supports the School Street market rate development, but also realizes NHRA has a plan moving forward with the forty-eight residents of Bronstein, and although inconvenient for the short-term, the gain to the current residents, as well as the approximately

one-hundred and fifty new residents is a real plus to them and us. Mr. Monahan said that in his opinion NHRA cannot stop moving forward despite being in support of the School Street development. Mr. Monahan said Ms. Lombardi has already responded appropriately to the GSOP, and he looks to other Commissioners for their comments.

Ms. Honorow asked what connections have been made between the GSOP and the services that have been engaged by the Authority to help residents relocate when the time comes, and what their awareness is of what is going on. Ms. Lombardi said she has been in contact via phone with one of the members of the GSOP, specifically Ms. Aron DiBacco. Ms. Lombardi said Ms. DiBacco has brought Bronstein resident's questions to her attention, so they can be addressed directly by getting in touch with the family. Ms. Lombardi said this direct communication has allowed for her to keep Ms. DiBacco apprised of everything that is going on. Ms. Lombardi explained that right now NHRA has been working with Housing Opportunities Unlimited (HOU), and they have been putting together a General Information Notice (GIN), which will go out to residents. Ms. Lombardi said the GIN from HOU and NHRA will in general terms explain to the residents that NHRA is moving forward, that relocation will be taking place in the near future, as well as explaining that at this time they do not have to do anything, they are not being asked to move, and it supplies them with her direct contact information in the event they have questions. Ms. Lombardi said NHRA has a contract with Language Line used to perform any interpretation. Ms. Lombardi explained that this particular notice has to be signed by each individual resident and returned to NHRA. Ms. Lombardi said the letter specifically requests they use an enclosed self-addressed stamped envelope to enable residents to get it back to us, as especially with COVID-19 we want to make it as streamlined and easy for residents as possible. Ms. Lombardi said HOU is also working with a translation company, and we are currently having the GIN translated into Spanish, Urdu, Kinyarwanda, Kirundi and Swahili. Ms. Lombardi said there are quite a few languages spoken in the households at Bronstein, and we want to make sure that this GIN, when it is distributed to the residents, is understandable by everyone who is of Limited English Proficiency (LEP). Ms. Lombardi said prior to this happening, she intends to have another conversation with Ms. DiBacco, and will send her that information so she has it available if residents contact GSOP. Ms. Lombardi said she intends to keep this communication ongoing to make sure there are no missteps and NHRA maintains transparency every step of the way. Mr. Wilson added this process has been ongoing since June 2020, and communication has been open and continuous. Mr. Wilson said that while he understands it will be a difficult process relocating forty-eight households, it is akin to perhaps expanding a turnpike to reduce congestion, and although acknowledging it may not be the best analogy, it is relevant. Mr. Wilson also said that it is going to be a growing pain process. Mr. Wilson stated that delaying the process of redeveloping Bronstein, and keeping pace with the School Street development in order to potentially place residents in housing there, would leave NHRA competing for very similar funding from the City of Nashua and other sources, thus also placing NHRA at a financial disadvantage. Mr. Wilson reiterated we are doing everything we can to make this a smooth process. Ms. Honorow said she knows and agrees there have been extensive efforts for the residents and they are commendable. Ms. Honorow asked if it is sufficient for Ms. DiBacco to be the sole communicator for the GSOP, as she wants to make sure the GSOP is completely aware of what is going on. Ms. Honorow also asked if a family being relocated from Bronstein will be able to advocate for themselves with HOU when it comes to having housing choices that are close to their church, school, or other locations convenient for their household, such as staying in the neighborhood. Ms. Honorow acknowledged this may not

always be possible, but asked if this is one of the priorities HOU is going to try to address with each family. Ms. Lombardi said this is definitely a question which will be asked. Mr. Monahan said locating neighboring opportunities is a priority for our residents, and that Ms. Honorow brought up a very good point. Mr. Wilson said NHRA has also been coordinating with the City of Nashua School Department, and they are aware of NHRA's request that during the two-year relocation of Bronstein residents that those children effected are allowed to continue in their current school even when they have been relocated out of district. Ms. Honorow asked if a reply has been received from the school district regarding this request. Mr. Wilson said this is still in the coordination phase, as it would affect the upcoming school year.

Mr. Monahan noted for the record that the number of applicants on the waiting list for public housing stands at 3,143, and on the Section 8 waiting list there are 3,927 applicants. Mr. Monahan said this only further indicates that the additional units are imperative.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**EXECUTIVE DIRECTOR'S REPORT:**

NHRA and Boston Capital have submitted the 4 and 9 percent Low Income Housing Tax Credit applications to NH Housing Finance Authority. We do not anticipate receiving notice of award until sometime in December. I am in the process of completing the PIC submission of the Section 18 Demo/Dispo application through HUD's website. It became apparent while uploading the documents that the application formatting and attachments used by RECAP does not match that of the PIC website. I am working closely with Shannon Lestan of RECAP to correct the issues I am coming across.

A conference call with Housing Opportunities Unlimited will take place on October 13<sup>th</sup> to continue discussions and timelines for the relocation of Bronstein families. NHRA received a petition signed by families of Bronstein requesting the proposed School Street development be used as a relocation site. Families have requested that the School Street property be developed before the Bronstein demolition occurs, allowing families to relocate there. NHRA responded by acknowledging the concerns of families, and informing the group that NHRA has no control over the School Street project. The response reaffirmed NHRA's commitment to locating suitable housing for all residents of Bronstein Apartments.

NHRA is prepared to begin its participation in HUD's Fostering Youth to Independence Tenant Protection Voucher (FYI-TPV) program in the coming months. I took part in a conference call on October 8<sup>th</sup> with the Concord Division for Children, Youth and Families

(DCYF) office, the local welfare department, and the Nashua Soup Kitchen and Shelter to discuss next steps. To provide a recap of this program, NHRA's Section 8 Department will receive direct referrals from the local DCYF office on youth who are transitioning out of foster care. Eligible youth must be between the ages of eighteen (18) and twenty-four (24), and have left foster care, or will leave foster care within ninety days, and are homeless or at risk of becoming homeless. NHRA will administer up to twenty-five (25) FYI-TPVs annually, subject to the availability of federal funding. NHRA will be the fourth housing authority in New Hampshire to participate in this program.

NHRA remains attentive its response to COVID-19, encouraging all residents to wear masks. Signage is in place at NHRA's largest developments requiring the use of masks, and reminding everyone to maintain social distance. When signage is taken down by unknown subjects, David Sanchez, Property Manager has been replacing them.

NHRA staff and I would like to extend our gratitude to the Board for the fiscal year 2020 raises.

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

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**NEW BUSINESS:**

**RESOLUTION NO. 20-2378**  
**BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY**  
**TO CONSIDER AWARDING A TWO-YEAR CONTRACT BEGINNING**  
**NOVEMBER 1, 2020 AND ENDING OCTOBER 31, 2022**  
**FOR SNOW AND ICE REMOVAL SERVICES TO**  
**BIRCH HILL LANDSCAPING, LLC, 36 NEW DUNSTABLE ROAD,**  
**NASHUA, NH 03063 AT A TOTAL CONTRACT COST OF \$58,210 PER YEAR**  
**(\$56,310 UNDER THE OPERATING BUDGET AND \$1,900**  
**UNDER THE PARK VIEW APARTMENTS BUDGET)**

The Chairperson entertained a motion to approve **Resolution No. 20-2378**. Mr. Wilson made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson asked if this was the current contractor and if they have done a good job. Ms. Lombardi confirmed.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**RESOLUTION NO. 20-2379  
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
TO CONSIDER AWARDING A TWO-YEAR CONTRACT BEGINNING  
NOVEMBER 1, 2020 AND ENDING OCTOBER 31, 2022 FOR  
PAINTING AND CLEANING OF VACANT UNITS TO  
ALL CLEAN CLEANERS, LLC, PO BOX 3966, NASHUA, NH 03062  
AT A PER-UNIT COST AS OUTLINED IN THE ATTACHED NARRATIVE  
UNDER THE OPERATING BUDGET**

The Chairperson entertained a motion to approve **Resolution No. 20-2379**. Mr. Tollner made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan asked for comments from Ms. Lombardi. Ms. Lombardi said five bids were received and this contractor is local to Nashua, as NHRA prefers to see the federal funds going back into the local community. Ms. Lombardi noted they had excellent references. Ms. Lombardi said NHRA has contracted with this company in the past, and they did a terrific job. Ms. Lombardi also said their pricing is well below the other contractors, and Mr. Costa had an in-depth discussion with Mr. Baldassari to make sure his pricing was going to be fair, as NHRA certainly does not want to see a contractor underbid and then lose out in the end. Mr. Baldassari felt that his fees were reasonable based on the work required, as well as his past experience with NHRA.

Ms. Honorow asked if prior to any resolutions to approve contracts are voted upon, commentary on the reasoning behind the resolution could be made by Ms. Lombardi, as this would be helpful. Ms. Honorow said that while she is confident that due diligence has been done, a brief overview gives additional depth beyond the provided narrative.

Mr. Monahan agreed, and said this makes sense, thanking Ms. Honorow.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**RESOLUTION NO. 20-2380  
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
TO CONSIDER AWARDING A TWO-YEAR CONTRACT BEGINNING  
NOVEMBER 1, 2020 AND ENDING OCTOBER 31, 2022  
FOR CUSTODIAL SERVICES TO BEST OF THE BEST CLEANING & SERVICES INC.,  
155 MAIN DUNSTABLE ROAD, NASHUA, NH 03060,  
AT A TOTAL CONTRACT COST OF \$117,890 PER YEAR  
(\$97,770 UNDER THE OPERATING BUDGET, \$13,380 UNDER THE  
CENTRAL OFFICE COST CENTER BUDGET AND \$6,740  
UNDER THE PARK VIEW APARTMENTS BUDGET)**

The Chairperson entertained a motion to approve **Resolution No. 20-2380**. Mr. Tollner made a motion, and Mr. Wilson seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson said while he was looking at the bids, some of them, with the exception of the awarded bid, suggested that some properties would be more costly than others to clean, but they seemed to be reflecting disproportionately by company. Mr. Wilson asked if there had been walk-throughs of the properties done with the bidders. Mr. Costa explained that yes, and due to COVID-19, independent walk-throughs were done to control spacing of the groups. Mr. Costa said pricing really came down to the interpretation of the individual bidders based on the scope of work provided by NHRA, as well as the walk-throughs, and he agrees there was a vast difference from one bid to another. Mr. Costa said he checked all references, as well as having in-depth conversations with the owners of all of the companies, and he has confidence in the selected contractor. Mr. Costa also stated there are NHRA staff designated to oversee these contractors, including Sean Fagan, Facilities Manager. Mr. Costa said that NHRA performs walk-throughs to assess performance, and keep the contractors informed of the quality of their work. Mr. Costa explained that the last contractor for this work was terminated for non-performance, and their security deposit was kept by NHRA. Mr. Costa assured the Board these routines are in place to make certain contractors are performing. The Board and Ms. Lombardi collectively thanked Mr. Costa for this information.

Mr. Deschenes commented that he hopes the new cleaning company does do the cleaning well, as the carpets and elevators have not been kept up. Mr. Monahan said this is a good reminder, and assured Mr. Deschenes this is a fresh start.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**RESOLUTION NO. 20-2381  
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
TO CONSIDER APPOINTING A SECRETARY FOR THE AUTHORITY**

The Chairperson entertained a motion to approve **Resolution No. 20-2381**. Ms. Honorow made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson asked for an overview of the appointment of the Secretary for the Authority and what documents the Secretary would be required to sign. Ms. Lombardi said there are very few that require the Secretary's signature, if any, and it is primarily a notary signature as required after the placing of Ms. Lombardi's signature, or the placing of the NHRA seal. Ms. Lombardi asked Ms. Reed-Lenane what documents require the NHRA seal. Ms. Reed-Lenane said contracts are required to have the seal placed on them, and the Purchasing Coordinator does this by requesting the seal from her, and then returning it to her for safekeeping when this is completed. Ms. Lombardi also said Ms. Reed-Lenane is a Notary Public.

Mr. Monahan said that although it is faceless, he must ask whether why Mr. Costa is not the signer of documents, as this should be someone of upper management, such as the Assistant Executive Director. Mr. Monahan told Ms. Reed-Lenane this was in no way intended to be in offense to her, but only by way of concern for important documents being signed by someone in a position of more authority, as it carries a heavy responsibility. Mr. Monahan stated signing of documents is of course exclusive of financial documents, but it is hard to determine what specifically are noted as financial documents, and what are not. Mr. Monahan asked for comments from other Commissioners should they have any.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow

**NAY**

Thomas Monahan

Motion passed.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 63734 through 63864 and from the Park View Apartments Cash Disbursement List – check numbers 5519 through 5526 and to approve the investments as listed. Mr. Tollner made a motion to approve, and Mr. Deschenes seconded the motion.

Mr. Tollner asked about a check to the United Way for employee contributions. Ms. Lombardi explained this was being deducted from the employee’s pay as voluntary donations, and then a check written to the United Way by NHRA using these funds.

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

**AYE**

Paul Deschenes  
Eric Wilson  
James Tollner  
Helen Honorow  
Thomas Monahan

**NAY**

Motion passed.

**COMMISSIONERS’ COMMENTS:**

Mr. Wilson referenced the discussion of post-employment benefits during the last meeting, and said Ms. Lombardi had forwarded him the NHRA Employee Handbook afterwards. Mr. Wilson said he recalled discussing that post-employment benefits were paid until Medicare eligibility began. Mr. Wilson said that when he read the handbook, it referenced a supplemental benefit past the beginning of Medicare eligibility that the employee could continue to receive when retired. Mr. Wilson expressed concern that if health benefits are provided not only to the point of Medicare, but as a Medicare supplement, this creates a financial burden to the Authority until basically the death of the former employee. Mr. Wilson stated there is a provision in the handbook that this is subject to change, which is something the Board should look into discussing. Mr. Wilson commented that at a prior meeting a discussion was held about looking into other municipal or City benefits for comparison. Mr. Wilson asked Mr. Tollner if this supplemental provision is common. Mr. Tollner said this is not consistent, and Mr. Wilson brings up a very good point. Mr. Tollner clarified that if the Medicare supplemental insurance is the portion NHRA would continue to pay, this is not common. Mr. Tollner also said this is an important item to look into, and suggested researching with local non-profit agencies, and different municipalities to see what their structure is when someone retires. Mr. Tollner then said it is a good idea to also research both the scenarios of an employee retiring as Medicare eligible, or non-Medicare eligible. Mr. Monahan said this is a great idea, and he would appreciate any of Mr. Tollner’s assistance in this endeavor. Ms. Lombardi commented that the open-enrollment period for NHRA begins in late spring for a July 1 start date, and said therefore, October is a good time of year to conduct this research, as well as reviewing the NHRA personnel policies for what may need

to change. Ms. Lombardi said she has already been looking into some of the healthcare options that are available, and this is something she would definitely like to speak to Mr. Tollner about further. Mr. Tollner said he and Ms. Lombardi will discuss this, and recommended a timeframe of approximately sixty (60) days to get back to the Board with the information. Mr. Monahan said this was terrific and thanked both Mr. Tollner and Ms. Lombardi for their efforts.

**PUBLIC COMMENT:**

None.

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

The Board offered their condolences to Mr. Deschenes for his brother's passing, as did Ms. Lombardi on behalf of all NHRA staff.

**ADJOURNMENT:**

The Chairperson entertained a motion to adjourn. Ms. Honorow moved to adjourn, and Mr. Wilson seconded the motion. Motion carried. Meeting adjourned at approximately 9:46 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.

Andrea Reed-Lenane  
Recording Secretary