

**MINUTES OF THE REGULAR MEETING  
OF THE COMMISSIONERS OF THE  
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
HELD NOVEMBER 20, 2020**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its regular meeting remotely via phone and Zoom computer teleconferencing in Nashua, New Hampshire, at 8:30 a.m. on Friday, November 20, 2020. Chairperson Thomas Monahan called the meeting to order, and the Recording Secretary called the roll at approximately 8:31 a.m. with the following responses:

**Present**

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

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 91-A, III(b) which is being invoked. As federal, state and local officials have determined that gatherings of ten or more people propose a substantial risk to the community, and the meeting is imperative to the continued operation of the Nashua Housing and Redevelopment Authority services which are vital to public health, safety and confidence. This meeting will be conducted without a quorum physically present in the same 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: Lori Wilshire, Alderman-at-Large; Linda Harriott-Gathright, Aldermanic Liaison; 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 annual meeting minutes dated October 16, 2020, as well as the Authority's special meeting minutes dated November 6, 2020, accept them, and place them on file. Mr. Wilson 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  
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, and Mr. Wilson seconded. The Communications were as follows: Monthly Operational Reports – October 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; Correspondence from Granite State Operating Project

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

Ms. Honorow asked if the Board should have a discussion about any response to the Granite State Operating Project (GSOP), or if the correspondence is being reviewed and placed on file. Mr. Monahan explained that while discussions have been held regarding a response, it is a work in progress right now. Mr. Monahan said the GSOP recently sent an email requesting the pro-forma for the Bronstein redevelopment project. Mr. Monahan explained NHRA does not have a pro-forma yet, as we do not have the finalized numbers to complete it. Mr. Monahan said NHRA is waiting for approval from the NH Housing Finance Authority (NHHFA) on the financing, so further information is not available at this time. Mr. Monahan said Ms. Lombardi preliminarily responded to the request from the GSOP. Mr. Monahan noted there is also a call scheduled with the City of Nashua to address this. Mr. Monahan stated NHRA does not have the answers yet, but we are doing everything we can to placate the concerns of the residents at Bronstein. Mr. Monahan said he is not sure whether NHRA can do what is requested, but he wants to reiterate we are doing everything possible to help residents feel comfortable, and provide reassurances throughout the redevelopment process. Mr. Monahan stated we are not sure what the answers are at this time, but said what NHRA can do, it will. Mr. Monahan noted that the letter from the GSOP was addressed not only to the NHRA Board, but to the Mayor and Board of Aldermen of the City of Nashua, and discussions are being held with all parties regarding the appropriate response. Mr. Monahan said a proper response is very important.

Monahan acknowledged Mr. Deschenes who was now able to access the meeting via teleconference after having technical difficulties.

Mr. Deschenes commented the rent receivables are high. Ms. Lombardi said NHRA continues to serve evictions to residents who owe rent. Ms. Lombardi stated we supply them with the Center for Disease Control (CDC) required forms, as needed, to prove they are unable to pay their rent due to pandemic, such as someone being at home caring for someone who

has COVID-19 and is unable to work, but if they cannot do so, the eviction process is being followed. Ms. Lombardi said repayment agreements are being worked out with residents who have not reported additional income, or who have other monies owed.

Mr. Monahan noted for the record that the number of applicants on the waiting list for public housing stands at 2,960, and on the Section 8 waiting list there are 3,935 applicants. Mr. Monahan said this tells its own story, and while NHRA has a long way to go, we are doing what we can do as a housing authority to serve the public.

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:**

NHRA has submitted its Section 18 Application for the demolition/disposition of Bronstein Apartments to HUD's Special Applications Center (SAC). The SAC reviewer has begun to look at the application, and I am responding to any questions that come up. The review of NHRA's application for low-income housing tax credits remains under review by the NH Housing Finance Authority, and it has been communicated that NHRA/Boston Capital is among the final applicants being forwarded to the NHHFA Board for consideration of award.

A General Information Notice (GIN) is being mailed to all families at Bronstein Apartments in their primary language spoken. The Uniform Relocation Act (URA) regulations requires this notice be issued to eligible persons. The GIN is not a notice to relocate, nor does it establish whether a family is eligible for relocation assistance payments. The notice provides important information about the project, the affected persons' resulting rights, their protections, and information regarding relocation assistance and payments under the URA.

Conversations are ongoing with Nashua's Board of Education regarding the redevelopment of Bronstein Apartments and possible waivers for students who are relocated out of a school district. Ms. Heather Raymond, President of the Board of Education, indicated that building principals determine school assignment waivers, but with the number of families and schools, we are expanding this conversation to include the Assistant Superintendents Dr. Garth McKinney and Mr. Anthony Parker, as well as the Ledge Street School Principal, Mr. Chas Miller. We will also begin communication with Nashua School District's Transportation Director to discuss options for relocated families.

Triangle Credit Union will continue to offer a .50 APY for NHRA's three-month CD, due to mature on November 30. Citizens offered a .05 APY for a one-year term, and TD Bank is not

offering three-month CD rates at this time. With the Board's approval NHRA will roll this CD into another three-month term.

NHRA hired a new staff person in its Maintenance Department, Joshua Adams. Mr. Adams has extensive experience working in maintenance and I want to welcome him to the NHRA.

For years, NHRA elderly and non-elderly disabled residents have received hot Thanksgiving dinners from a local agency delivered by groups of volunteers door-to-door. Due to the pandemic, this was cancelled. NH Food Bank contacted NHRA late last week asking if they could help by providing 35 lb. boxes of food to all 662 of our public housing units, along with a hot meal provided to each of our elderly and non-elderly disabled families. The meals will be provided by the Common Man restaurant, and donated to the Food Bank for our residents. We have coordinated delivery of the food boxes and meals on Wednesday, November 25<sup>th</sup> starting at 9 a.m. Thankful doesn't come close to how I'm feeling about the NH Food Bank stepping in and helping our most vulnerable families. To show our appreciation to the NH Food Bank, and to support the needs of our residents, I've requested all NHRA staff consider taking the time to volunteer themselves that day to assist NH Food Bank in the coordination and delivery of the food boxes and meals to our families. It will undoubtedly require the efforts of many to make this a success, and I want to show our agency's appreciation to NH Food Bank for their generosity during such a difficult time for many.

Happy Thanksgiving to all!

The Chairperson entertained a motion to accept the Executive Director's Report. Mr. Wilson made a motion to accept the Executive Director's report and endorse the CD recommendation, Mr. Deschenes seconded.

Several Board members offered to volunteer with food delivery. Ms. Lombardi said thank you, and explained she and Ms. Reed-Lenane will be coordinating a plan by development, including how many volunteers will be needed, and will let everyone know. Ms. Lombardi also said several NHRA staff members have volunteered.

Mr. Monahan said this is fantastic, and it speaks to everyone getting together and making things work. Mr. Monahan praised the NH Food Bank, as well as The Common Man for their generosity.

Ms. Honorow suggested that if anyone makes a purchase from The Common Man restaurant, they extend their gratitude by telling them the reason for buying there is because of the great work they have done for the vulnerable folks in the City of Nashua.

Mr. Monahan asked about the extension from the Department of Environmental Services (DES) for a response regarding Fossa Avenue. Ms. Lombardi said Mr. Costa has been working with the DES who is requiring additional work be done at Fossa Avenue. Ms. Lombardi explained that NHRA has requested and been approved for extensions on this work, and Mr. Costa just recently submitted another request which was also approved. Ms. Lombardi noted that Fossa Avenue may be a development NHRA should consider for redevelopment in the future. Ms. Lombardi said it is a small scattered site, and it would be a great opportunity. Ms. Lombardi said the work NHRA is being asked by DES to do is a result of a former company

which abutted the property. Mr. Monahan explained that NHRA is “clean hands,” meaning we are not responsible for the issues found at the site. Mr. Monahan said NHRA has been asked to take care of the work, and discussions have taken place with the State regarding funding. Mr. Monahan said there should be funding available at the federal, state and local levels. Mr. Monahan explained that locating these resources is more difficult if the site is not being redeveloped. Mr. Monahan further explained that when a site is being redeveloped funding is then more readily available to conduct clean-up work on the areas surrounding the site to solve the issues. Mr. Monahan said that being approved for the one-year extension for the work at Fossa Avenue is valuable to NHRA because it is an opportunity to look at a broader area, and clean not only the NHRA site, but also the surrounding sites. Mr. Monahan thanked Ms. Lombardi and Mr. Costa for getting the extension.

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:**

None.

**BILLS/INVESTMENTS:**

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 63865 through 64021 and from the Park View Apartments Cash Disbursement List – check numbers 5527 through 5537 and to approve the investments as listed. Mr. Tollner made a motion to approve, and Mr. Deschenes seconded the motion.

Mr. Tollner asked a question about a check for the purchase of refrigerators, and whether it was for several. Ms. Lombardi confirmed, adding that NHRA has been finding stock shortages everywhere, so when they are available as many as possible are being purchased. Mr. Tollner asked about a payment noted as PILOT. Ms. Lombardi explained this is a check for the Payment in Lieu of Taxes to the City of Nashua.

Mr. Monahan asked about several Nashua Wastewater payments, for a total of \$17,758. Mr. Monahan asked what the terms of these payments are. Ms. Soto-Lozada explained this could be a combination of both monthly and quarterly payments. Mr. Monahan asked about a check to J-N-R Gutters, and whether they are done with the work NHRA contracted with them to do. Mr. Costa explained there is a lot more to do, and the work was just extended due to COVID-19. Mr. Costa said there are issues obtaining doors, such as hollow metal, as well as windows, siding materials and other items. Mr. Costa said work is currently being completed at

Eleventh Street, including insulating the building and putting siding up. Mr. Costa said windows have been also been installed at Eleventh Street as well as Pine Street, but we are still waiting for the doors. Mr. Costa explained this is not the fault of J-N-R Gutters, and they are being paid only for completed work. Mr. Costa said work is being postponed while waiting for materials to come in, and that progress is slowly being made.

Mr. Monahan asked about a check to B.H. Labrie for an escrow refund. Mr. Costa explained they had provided NHRA with a five-thousand-dollar bond, and when they satisfy the requirements of their contract for nine months concurrent, they can request fifty percent be refunded to them per the contract. Mr. Monahan asked if NHRA is satisfied with their performance. Mr. Costa said their work is very tough and requires a lot of oversight, and while no one is perfect they are doing a nice job for 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.

**COMMISSIONERS' COMMENTS:**

All wished each other a Happy Thanksgiving.

**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. Wilson 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 9:02 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Reed-Lenane". The signature is fluid and cursive, with the first name "Andrea" being the most prominent part.

Andrea Reed-Lenane  
Recording Secretary