

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD JANUARY 21, 2022**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its regular meeting remotely via phone and computer teleconferencing in Nashua, New Hampshire, at 8:30 a.m. on Friday, January 21, 2022. Chairperson Thomas Monahan called the meeting to order, and the Recording Secretary called the roll at approximately 8:33 a.m. with the following responses:

Present

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

James Tollner (in his vehicle with no others present)

Eric Wilson (arrived at 8:37 a.m. from courthouse with no others present)

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

Absent

Paul Deschenes

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: Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; James Floras, Modernization Manager, and Andrea Reed-Lenane, Recording Secretary.

Commissioner Eric Wilson arrived at approximately 8:37 a.m.

Mr. Monahan suggested the discussion move directly to the Executive Director's Report due to an immediate emergency situation at Sullivan Terrace South and the need for a briefing from Ms. Lombardi.

Ms. Lombardi said she received a call that morning from Mr. Costa informing her that a fire had occurred on the eight floor at Sullivan Terrace South. Ms. Lombardi explained it was contained to one unit but her current understanding is it became so hot in the unit that the windows blew out. Ms. Lombardi said she has been informed at this time by staff who responded to the scene that the fire was extinguished by the sprinkler systems, meaning everything was in working order within the building, and there were no injuries reported. She said does believe we are going to have some water damage. Ms. Lombardi went on to say that based on what had occurred, the Nashua Fire Department (NFD) moved to evacuate the building and bring residents across the street to Sullivan Terrace North where they are currently gathered in warm areas, utilizing the lobby, hall and community room until the NFD is able to allow them back into the building. Ms. Lombardi stated that we will be able to assess the damages including water damage once the NFD allows staff access. She explained that upon receiving initial information this morning, there was no determination on the cause of the fire and at this point that is still where things stand. Ms. Lombardi reiterated that we are very lucky to have no injuries reported. She said she sent an email out to all Board members this immediately upon hearing about the fire, and noted to the Board members that if they have not yet seen those emails, the information will be there for review.

Mr. Monahan asked if Ms. Lombardi could continue to participate in the meeting considering the emergency at hand. Ms. Lombardi responded that she could remain in the meeting as NHRA has multiple other staff on-site, including the Property Managers, Facilities Manager and maintenance staff. She noted that Mr. Costa was currently on-site and deferred to him for any further updates. Mr. Costa said Granite State Glass, A to Z Restoration and the fire suppression system contractor are all mobilized so everything can be taken care of quickly. He stated he had a call in to the City of Nashua Fire Marshall to see if he can obtain information regarding the source and origin of the fire, but there may be nothing further to add at this time as it is being investigated. Mr. Monahan asked if the elevators shut down. Mr. Costa explained that they default, and yes, after going to an alternate floor, the elevators shut down automatically and the doors open. Mr. Costa then explained that the fire department and EMS have to carry down any residents who need to be evacuated and cannot use the stairs. He then said we were fortunate that the incident was isolated, thus the only thing we are expecting is water damage draining down into the floors below. Mr. Costa also noted that the building is serviced with electricity and not gas, which made it easier to deal with. Mr. Monahan noted he asked the question about the elevators due to his concern for the safety of the residents and their ability to get back into the building and their units when they can. Ms. Honorow asked if there is a plan for relocation of any residents whose apartments are uninhabitable. Mr. Costa said that while it is very early in the process and a limited amount of information available, he only knows that unit where the fire originated may not be habitable, but we will definitely work on relocation as needed. Mr. Costa explained that in past emergency circumstances when a sprinkler head engages in order to extinguish a fire or due to heat, it's typical that you are only cleaning up water, thus the units below are generally habitable. Mr. Costa said again that it is very early in the process and as they learn more information, they can assess damages. Mr. Monahan said it certainly sounds like all of the preventative maintenance which has taken place has worked, as he has seen and heard some horror stories in other situations like this. He said we are blessed, and this is no coincidence, then thanked Ms. Lombardi and Mr. Costa for keeping us healthy and well. Ms. Lombardi then said she just spoke with Commissioner Deschenes who reported that all of the residents are safe, warm, and doing well. He said they are just waiting

for clearance from the NFD and NHRA to get back into the building. Mr. Monahan thanked Ms. Lombardi for the update.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated December 17, 2021, accept them, and place them on file. Mr. Tollner made a motion, and Mr. Wilson 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 to accept all Communications. Ms. Honorow seconded. The Communications were as follows: Monthly Operational Reports – December 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 CY2021; Section 8 Housing Choice Voucher Program (HCVP) Utilization Report CY2022; Rent Collections Report.

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

Mr. Wilson noted that the rent receivables seemed somewhat high. Ms. Lombardi explained that NHRA residents are experiencing delays from the Emergency Rental Assistance Program (ERAP) on past due rent. She said that residents must apply at Southern NH Services and there have been recent delays with the arrival of payment assistance. Ms. Lombardi referenced the first page of the Rent Collections Report on which she noted that the anticipated ERAP and welfare assistance payments are not translated in the report so she manually added these figures to present to the Board the actual percentages. By including the rental assistance NHRA anticipates receiving on behalf of residents, the total percentage of delinquent rent decreases from twelve-percent to approximately eight-percent.

Mr. Monahan noted for the record that we currently have 2,978 families on the public housing waiting list, and 4,011 families on the Section 8 waiting list. He said we are probably

making our best efforts to reduce that list, but we have to keep working. Mr. Monahan said we are certainly moving in the right direction and he is proud of us.

Mr. Monahan asked about the blue sheet in the package. Ms. Lombardi explained that each January the Board receives two calendar-year Section 8 reports; one which closes out the previous year and one for the new year. Mr. Monahan said he appreciated the explanation.

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.

Mr. Monahan noted that he had requested the early discussion of the Executive Director's Report without moving on to complete the additional information in the original report, and asked Ms. Lombardi to carry on to her monthly report which will be a continuation of the earlier discussion.

EXECUTIVE DIRECTOR'S REPORT:

Things have continued to progress successfully at the future site of Monahan Manor. NHRA and Boston Capital have begun monthly ownership meetings to discuss matters involving the site. Scott Costa continues to do a fantastic job supervising the site and keeping all lines of communication flowing.

Scott Costa and Jim Floras are working with EBI Consulting, NHRA's environmental consultant, to fulfill the testing requirements of the NH Department of Environmental Services at Fossa Avenue. Permits are being secured through the City of Nashua to perform drilling at abutting properties.

Jordan Lefebvre, Section 8 Case Manager, will be leaving the employ of NHRA to pursue a new opportunity. This position has been posted and we are hoping to have it filled quickly.

NHRA's public housing and Section 8 staff have been doing an incredible job throughout the pandemic, and I want to thank David Sanchez, Cedric Dancy, Lisa Cox, Andi Reed-Lenane and their staff for their commitment to the applicants, residents, participants, and landlords. For two years our staff have been successfully meeting program deadlines and ensuring all residents and participants receive the same level of service and support. Their flexibility and patience are notable, and I am truly appreciative.

Negotiations with the Union resumed with a meeting held on January 10 and an upcoming meeting scheduled for January 24. We are focused on health benefit costs with

NHRA proposing a change from the current 80/20 split to a 70/30 split if the Union stayed on the current health plan. The Union rejected our proposal and countered with an 80/20 split and moving the Union to a more cost-effective plan. With the assistance of Mr. Wilson and Mr. Tollner, a more cost-effective health plan was proposed to the Union which they are currently reviewing.

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

Mr. Monahan said he echoes Mr. Tollner's statement regarding the NHRA employees. He went on to say kudos and a big thank you to all for the hard work throughout the interesting past couple of years. Mr. Monahan said hopefully we are on the downside and coming back around to where we want to be. Mr. Monahan thanked Mr. Tollner, Mr. Wilson, Ms. Lombardi and Mr. Costa for their ongoing assistance with the Union negotiations. He noted it looked like things are moving in the right direction and towards a resolution shortly, and he is looking forward to hearing more about that in the near future.

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.

NEW BUSINESS:

**RESOLUTION NO. 22-2414
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR FEE ACCOUNTANT SERVICES TO
MARCUM, LLP, 155 S. MAIN STREET, STE 100, PROVIDENCE, RI 02903
FOR A TWO-YEAR TERM BEGINNING FEBRUARY 1, 2022 AND
ENDING JANUARY 31, 2024 AT A TOTAL CONTRACT COST OF
\$100,800 (\$93,925 UNDER THE OPERATING BUDGET
AND \$6,875 UNDER THE PARK VIEW APARTMENTS BUDGET)**

The Chairperson entertained a motion to approve **Resolution No. 22-2414**. 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
Eric Wilson
James Tollner
Thomas Monahan

NAY

Motion passed.

**RESOLUTION NO. 22-2415
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A TWO-YEAR CONTRACT FOR INTEGRATED PEST MANAGEMENT
PROGRAM BEGINNING FEBRUARY 1, 2022 AND ENDING JANUARY 31, 2024 TO
PEST-END, INC., 82 PLAISTOW ROAD, PLAISTOW, NH 03865 AT A
TOTAL CONTRACT COST OF \$58,032 UNDER THE OPERATING BUDGET**

The Chairperson entertained a motion to approve **Resolution No. 22-2415**. Mr. Wilson made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan noted there was a lower bid which had been reviewed and he concurs with the recommendation.

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.

BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 65946 through 66092 and from the Park View Apartments Cash Disbursement List – check numbers 5635 through 5640 and to approve the investments as listed. Ms. Honorow made a motion to approve, and Mr. Wilson seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan said the total amount of bills paid were roughly \$1,050,000 and that approximately \$500,000 of this amount is reimbursable as a result of work being done due to the redevelopment of Monahan Manor. Ms. Lombardi explained that the Board will see two payments to Hutter Construction, one of which is check number 65949 and that the other one is check number 66059. Ms. Lombardi said the reason for this is that NHRA does not pay the invoices until the NH Housing Finance Authority supplies us with the funds. She said once

those funds are deposited in our four and nine percent accounts through Citizens Bank, we then pay those bills. She explained that based on the delay in receiving those funds, they see two payments to many vendors as requisition numbers three and number four were approved within weeks of each other. Ms. Lombardi noted Mr. Monahan was therefore correct about the amount of reimbursable funds. Mr. Monahan said Ms. Lombardi mentioned Hutter, but Market Square is listed in there for approximately \$40,000 and the related inspection charges in the amount of approximately \$700 as well. He asked if these were also reimbursable or if some of those funds were taken out of our developer fee. Ms. Lombardi said some of them are part of the developer fee and some are reimbursed.

Mr. Monahan asked about check number 65978 to Computer Hut for \$71,000, and noted that the Board approved a contract with Computer Hut last month for approximately \$65,000. He said he knows that was for acquisition, and asked if this additional cost was for getting the computer equipment in working order. Ms. Lombardi confirmed and said the original contract was for the hardware, but there was also the migration of email, as well as other costs, and these were separate purchase orders to the same company who will be doing this work for us. Mr. Monahan asked if this was for the set-up and a one-time cost, as well as asking if this under a bid. Ms. Lombardi said yes, and referenced the desktop computers under check number 65978, which were all part of a formal bid process. Mr. Monahan requested confirmation that the \$71,000 was all part of the original approximately \$65,000 approved bid. Ms. Lombardi confirmed.

Mr. Monahan asked that we make sure to pay attention to the interest rates of the investment accounts as we want to take advantage of any interest rate increases.

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 unanimously.

COMMISSIONERS' COMMENTS:

Mr. Monahan said he appreciates, and feels he speaks on behalf of everyone present, getting the advance notice of the emergency taking place at Sullivan Terrace. He noted that none of them want to hear from someone else that there is a problem going on and be surprised, as forewarned is forearmed. Mr. Monahan also noted he truly appreciates the immediate action taken as well as the prevention efforts. Mr. Monahan said he knows the NFD is going to get some huge kudos as he is well aware that with the elevators down the fire fighters had to run up and down eight stories. He said it is well known Nashua has the best fire department in New England and he is sure they are proving it once again.

PUBLIC COMMENT:

None.

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
Eric Wilson
James Tollner
Thomas Monahan

NAY

Motion passed.

Meeting adjourned at approximately 9:08 a.m.

Respectfully submitted,



Andrea Reed-Lenane
Recording Secretary