

**MINUTES OF THE MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD APRIL 17, 2020**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its meeting remotely via teleconference at the office of the Nashua Housing and Redevelopment Authority, 40 East Pearl Street, Nashua, New Hampshire, at 8:30 a.m. on Friday, April 17, 2020. Chairperson Paul Deschenes called the meeting to order, and the Recording Secretary called the roll at approximately 8:33 a.m. with the following responses:

Present

Paul Deschenes
Thomas Monahan
Helen Honorow
James Tollner
Eric Wilson

Absent

The meeting was held remotely via teleconference due to federal and state social distancing guidelines and group meeting limitations relative to the COVID-19 pandemic.

The following persons were also present remotely via teleconference: Linda Harriott-Gathright, Aldermanic Liaison; 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.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated March 20, 2020, accept them, and place them on file. Mr. Monahan 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 motion passed.

COMMUNICATIONS:

The Chairperson entertained a motion to waive the reading of the Communications, accept them, and place them on file. Mr. Monahan made the motion, and Mr. Tollner seconded. The Communications were as follows: Monthly Operational Reports – March 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, Updated NHRA Development Sheet date April 10, 2020, Updated Board of Commissioner's Listing 2019-2020 dated March 31, 2020

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

Mr. Wilson asked if there have been any issues regarding rent collection due to the pandemic. Ms. Lombardi said despite upwards of thirty residents so far having called to report a decrease in income due to COVID-19, the majority of residents are still paying their monthly rent. Mr. Deschenes commented job loss must be a commonly reported issue, as well as delays in receiving unemployment benefits. Ms. Lombardi agreed.

Mr. Wilson asked if there have been problems with the residents entering the main lobby for drop-off and pick-up. Ms. Lombardi said the safety protocols in place have been working well and there have been no issues. Ms. Lombardi explained the main entrance door is left open to maintain constant airflow when there is no inclement weather, as well as having signs posted about maintaining social distancing by allowing only one client in the lobby area at a time. Ms. Lombardi confirmed clients have been respecting this.

Mr. Monahan commented he was pleasantly surprised the rent receivables were so low in March considering the current circumstances. Mr. Monahan then asked about the process in place for assisting a resident who calls and reports they have a decrease in income due to COVID-19. Ms. Lombardi explained The U. S. Department of Housing and Urban Development (HUD) is allowing housing authorities to forego third-party documentation verifying loss of employment in lieu of resident self-certifications, due to difficulty in contacting the actual employers because of the current circumstances. Ms. Lombardi said NHRA does also send out the verifications, but given that the turn-around time can be extensive, waiting could potentially create a hardship to a resident by delaying a necessary rent adjustment.

Mr. Monahan asked if NHRA will be able to recoup unpaid rent receivables. Ms. Lombardi said there have been discussions through NAHRO and PHADA about the potential for operating cost subsidies, but nothing affirmative has been received from HUD.

Mr. Tollner asked what the protocol is when a resident states they cannot pay their rent. Ms. Lombardi said the staff would first ask if they have had a loss of income due to COVID-19, and if so, an immediate interim rent adjustment process would be started. Mr. Tollner asked whether this would mean someone who was diagnosed with the virus. Ms. Lombardi said no one has informed NHRA of an actual diagnosis of or exposure to COVID-19 being the reason for job loss.

There being no further discussion, motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

NHRA staff continue to monitor and communicate all matters involving COVID-19, along with maintaining communication with residents. As of April 10, 2020, one positive case has been reported to NHRA. The staff and outside contractors continue to implement preventative measures to keep residents and staff healthy. I want to thank Mr. Monahan for his suggestions regarding suppliers of disinfecting materials we were in need of. NHRA successfully obtained enough supplies thanks to his recommendations.

NHRA currently has four (4) staff working remotely due to COVID-19, and three (3) staff who required modifications to their hours due to online schooling of their young children. All staff remain healthy, and are equipped with personal protective equipment for their safety. NHRA continues to track all expenditures, staff time, overtime, etc. being incurred in response to COVID-19. The Section 8 Housing Choice Voucher Program has undergone sixty-two (62) Housing Assistant Payment adjustments (HAP), and the Public Housing Program has undergone twenty-eight (28) rent adjustments for families as a result of income loss. NHRA is closely tracking the HAP and rent data as a result of COVID-19.

NHRA and Attorney Sweeney of Preti Flaherty are in communication regarding the draft Joint Venture Agreement presented by Boston Capital.

The Board requested I seek additional information regarding the Beyond Walls arts initiative. Tim Cummings put me in contact with Amy DeRoche from the Nashua Arts Commission, and I inquired whether Beyond Walls would collaborate with Positive Street Art (PSA), Nashua's local urban arts organization. Ms. DeRoche indicated they have reached out to PSA, but because this is in the beginning stages the partnership between the groups has not yet been worked out. She further stated there will be a lot of engagement with school children and PSA could be involved in that area. She mentioned PSA is working on its own mural event and is expected to be busy with their own project. The Nashua Arts Commission is partnering with the Nashua International Sculpture Symposium who will help house the artists being brought in.

April 22, 2020 is Administrative Professional's Day. I am seeking the Board's approval to celebrate their contributions, especially during this unprecedented time, by utilizing non-federal funds to purchase lunch for everyone. It's unfortunate we would not be able to gather as a group for this, but I am overwhelmed with their resolve and dedication and would like to acknowledge this. With the Board's approval, I believe this is an ideal time to express our appreciation to their commitment.

The Chairperson entertained a motion to accept the Executive Director's Report. Mr. Wilson made the motion, and Ms. Honorow seconded.

The Chairperson asked if there were any comments or discussion.

Ms. Honorow asked what approval is being requested of the Board for the street art at the NHRA developments and how it relates to a partnership with Beyond Walls and Positive Street Art. Ms. Honorow requested clarification of the current roles of each organization. Ms. Lombardi explained all of the groups are partnering together and the only portion Amy DeRoche could confirm was the outreach. Ms. Honorow expressed concern about the possibility of ignoring Positive Street Art in the process of developing the artistic process, as well as stating she did not understand the connection of the information regarding the housing of the artists with the original subject. Ms. Lombardi said she would be happy to contact Positive Street Art directly as opposed to the City of Nashua where the original contact was made. Ms. Honorow said this direct contact with Positive Street Art may ensure more involvement with the organization and NHRA in the future and also offered contact information for two outreach staff members in the Mayor's office.

Mr. Wilson stated it is important to consider the possible future consequences should art be placed in any developments, including responsibility for upkeep. Mr. Monahan said he is not in favor of painting any art on Sullivan Terrace if there is a warranty issue. Ms. Lombardi explained Sullivan Terrace South has a siding warranty issue, but Sullivan Terrace North cladding is no longer under warranty. Mr. Tollner noted that under different circumstances there would be a visit to the building with the artistic group to establish a plan for the project. Mr. Tollner suggested the project be tabled until such time as the Board has a written proposal from Beyond Walls and/or Positive Street Art for review and can reevaluate all aspects. The other Commissioners agreed.

There being no further discussion, motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 20-2362

**BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR THE PURCHASE OF ONE 2020 CHEVROLET
SILVERADO HEAVY-DUTY PICKUP TRUCK WITH AN 8 FT. FISHER V-PLOW AND
TOMMY GATE TAILGATE LIFT INCLUDING THE TRADE-IN OF ONE 2008 CHEVROLET
SILVERADO HEAVY-DUTY PICKUP TRUCK TO MACMULKIN CHEVROLET, INC.,
3 MARMON DRIVE, NASHUA, NH 03060 AT A TOTAL CONTRACT COST OF
\$46,964 UNDER THE OPERATING BUDGET**

The Chairperson entertained a motion to approve **Resolution No. 20-2362**. Mr. Tollner made a motion, and Mr. Wilson seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson asked if there were bids. Ms. Lombardi said yes, but there was only one bidder. Mr. Tollner asked if this was bid out as a Chevy specifically or a truck. Ms. Lombardi said the bid was for a Chevy or approved equal.

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

AYE

Eric Wilson
James Tollner
Helen Honorow
Thomas Monahan
Paul Deschenes

NAY

Motion passed unanimously.

RESOLUTION NO. 20-2363

**BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR MODERNIZATION WORK INCLUDING ROOFS,
WINDOWS, BUILDING SIDING, EXTERIOR AND INTERIOR DOORS, COMMON AREA
FLOORS AND PAINTING, EXTERIOR LIGHT REPLACEMENT, SHED SIDING AND
DOOR REPLACEMENT, AND INSTALLATION OF SOFFIT PLANELS AND ALUMINUM
MATERIAL OVER FASCIA AND RAKES AT 2-3 LEDGE STREET HOMES, 2-2 VAGGE
VILLAGE, 2-13 100 MAJOR DRIVE, 2-15 PINE STREET, AND 2-10 AREL MANOR TO
J-N-R GUTTERS, INC., 38-40 LANCASTER STREET, HAVERHILL, MA 01830
AT A TOTAL CONTRACT COST OF \$1,742,252.05 UNDER
THE CAPITAL FUND PROGRAM 501-18 AND 501-19 BUDGETS**

The Chairperson entertained a motion to approve **Resolution No. 20-2363**. Mr. Monahan made a motion, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson noted there was a wide range of bids and a large difference between a previous company and this current company in price. Mr. Wilson also asked if this would have an impact on future redevelopment progress. Mr. Costa confirmed it would not.

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

AYE

Eric Wilson
James Tollner
Helen Honorow
Thomas Monahan
Paul Deschenes

NAY

Motion passed unanimously.

BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 62990 through 63072 and from the Park View Apartments Cash Disbursement List – check numbers 5478 through 5484, and to approve the investments as listed. Mr. Wilson made a motion to approve, and Mr. Monahan seconded the motion.

There being no further discussion, motion passed unanimously.

COMMISSIONERS' COMMENTS:

Mr. Monahan thanked all NHRA staff for the work above and beyond the call of duty, as did Ms. Honorow.

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. Monahan seconded the motion. Motion carried. Meeting adjourned at approximately 9:03 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