

**MINUTES OF THE MEETING  
OF THE COMMISSIONERS OF THE  
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
HELD MAY 15, 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, May 15, 2020. Chairperson Paul Deschenes called the meeting to order, and the Recording Secretary called the roll at approximately 8:32 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; Sean Fagan, Facilities 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 April 17, 2020, accept them, and place them on file. Mr. Monahan 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 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. Monahan seconded. The Communications were as follows: Monthly Operational Reports – April 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

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

Mr. Deschenes said he thought the rent receivables were high, but noted this was likely due to the current unemployment rate due to the pandemic. Ms. Lombardi explained since the report was printed the percentage of past due receivables has significantly lowered due to repayment agreements, as well as late rent reminder letters being sent to residents generating more rental payments.

Ms. Honorow asked if money from The CARES Act is able to be used to reduce rent receivables. Ms. Lombardi explained new rules and regulations are being reviewed, and some of the funds are able to be used this purpose. Ms. Lombardi further stated Personal Protective Gear (PPE), sanitation supplies, and building safety improvements are the requested primary focus of the funding for housing authorities.

There being no further discussion, motion passed unanimously.

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

NHRA staff continue to communicate clearly and often regarding all matters involving COVID-19. At this time NHRA has no confirmed positive cases of the virus among its residents, and one presumptive positive resident continuing to quarantine. Agency staff and residents remain generally safe and healthy, and staff are to be commended for their roles in keeping everyone protected and informed.

The U. S. Department of Housing and Urban Development (HUD) has issued statutory and regulatory waivers for the Public Housing and Section 8 Housing Choice Voucher programs as a result of the pandemic. The HUD waivers allow housing authorities to suspend activities requiring in-person interactions between staff and clients. NHRA has implemented waivers related to annual and interim reexaminations and verification of income, as well as unit inspection and non-emergency work order deferrals. No scores will be issued for the Section Eight Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS) in 2020, and Real Estate Assessment Center (REAC) inspections are postponed until further notice.

HUD has provided additional funding to NHRA through The CARES Act for its Public Housing and Housing Choice Voucher (HCV) programs to support affordable housing. These additional resources will allow NHRA to protect and support its residents and staff. The HCV program received \$159,914, and Public Housing received \$364,142 to be used toward COVID-19 related cost burdens. Allowable costs include, but are not limited to, Housing Assistance Payments (HAP), Public Housing rental deficits, personal protective equipment (PPE) and supplies, extra cleaning, and any related costs to modify buildings to make them safer for residents.

As a result of COVID-19 the Section 8 HCV program has undergone eighty-seven (87) HAP adjustments, and the Public Housing program has undergone forty-nine (49) rent adjustments as a result of resident income loss.

NHRA and Boston Capital's attorneys are working to create a draft Memorandum of Understanding for the redevelopment partnership. I anticipate NHRA will receive a draft of this document for review soon.

I reached out to Positive Street Art and Beyond Walls with the questions raised during the April Board meeting. Virtual meetings are scheduled the week of May 11 between the groups, and I've been informed they anticipate having more information to share with us after they've met.

I am seeking authorization from the Board to renew one \$200,000 3-month CD at a rate of .90%. The rate NHRA received from Citizens Bank was .20%, and the rate received from TD Bank was .10%.

Meetings are coming up next week in conjunction with redevelopment activity. I will be in touch with the Board with more information.

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

The Chairperson asked if there were any comments or discussion.

Mr. Wilson requested Ms. Lombardi contact the Commissioners, with the exception of him and Mr. Monahan, to update all on the progress of the redevelopment plans. Mr. Wilson indicated that he would reach out to Ms. Honorow to update her, and stated Mr. Tollner is mostly up to date.

Mr. Monahan agreed, as well as stating that with Ms. Lombardi leading the way, redevelopment is moving along quickly, and it is an appropriate time to provide the now available more detailed information.

Mr. Monahan asked about scoring by the U. S. Department of Housing and Urban Development (HUD) on the Real Estate Assessment Center (REAC) and Section Eight Management Assessment Program (SEMAP) for 2020, and how this could create opportunities relevant to redevelopment. Ms. Lombardi explained how the performance of NHRA is scored by HUD, in categories such as inspections, management, financial, as well as subcategories such as vacancy turnover, specifically relative to the public housing department. With HUD not performing evaluations of these areas, housing authorities will likely receive relief for a temporary period of time from having to meet the standards set forth by HUD relative to annual unit inspections and unit turnover rates. Ms. Lombardi spoke about SEMAP and the Housing Choice Voucher Program (HCVP), as well as exceptions to certain processes being unable to be accomplished in a timely manner as a result of delays due to COVID-19.

Mr. Monahan asked for confirmation as it relates to redevelopment that NHRA will not be negatively impacted by vacancies as the regulations currently stand. Ms. Lombardi confirmed.

Mr. Tollner asked if with the approval of the Executive Director's Report, the Board included approval of the new CD rates. Mr. Deschenes confirmed.

There being no further discussion, motion passed unanimously.

**NEW BUSINESS:**

**RESOLUTION NO. 20-2364  
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY  
AWARDING A CONTRACT FOR INTERCOM REPLACEMENTS AT 2-11 TEMPLE  
STREET MANOR AND 2-10 AREL MANOR TO ECI SYSTEMS, 40 SHATTUCK ROAD,  
ANDOVER, MA 01810 AT A TOTAL CONTRACT COST OF \$90,118.21  
UNDER THE CAPITAL FUND PROGRAM 501-18 BUDGET**

The Chairperson entertained a motion to approve Resolution No. 20-2364. Mr. Tollner made a motion, and Mr. Wilson seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson asked Mr. Costa what the status of the fire alarm system at Arel Manor is. Mr. Costa explained the progress with the project, as well as delays with the installation due to COVID-19 and the need to re-route the original installation plan. Mr. Wilson asked if this would interfere with the replacement of the intercom system. Mr. Costa confirmed it will not.

Mr. Monahan asked if the total contract cost stated in this resolution was a line item in the 501-18 budget. Mr. Costa said yes. Mr. Monahan asked how this was in line with the grant. Mr. Costa explained the cost was within budget and the grant would be one-hundred percent expended should the resolution pass.

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 63100 through 63220 and from the Park View Apartments Cash Disbursement List – check numbers 5485 through 5491, and to approve the investments as listed. Mr. Monahan made a motion to approve, and Mr. Tollner seconded the motion.

There being no further discussion, motion passed unanimously.

**COMMISSIONERS' COMMENTS:**

Ms. Honorow asked if there is a policy requiring the Board packets be hand delivered to each Commissioner, and said she would not mind receiving her packet via email. Ms. Lombardi said there is not a policy, and although it has been discussed in the past and the practice continued, NHRA would be happy to offer email delivery. Ms. Lombardi asked the Board members if they would prefer to receive their meeting packets via email. The Board members all agreed this would be fine and to begin in June.

**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 9:04 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Reed-Lenane". The signature is fluid and cursive, with a large initial "A" and "R".

Andrea Reed-Lenane  
Recording Secretary