

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD DECEMBER 18, 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, December 18, 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)
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, President, Board of Aldermen; 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 regular meeting minutes dated November 20, 2020, accept them, and place them on file. Mr. Wilson made a motion, and Mr. Deschenes 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
Paul Deschenes
Eric Wilson
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 Ms. Honorow seconded. The Communications were as follows: Monthly Operational Reports – November 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 noted that the rent receivables are high, but the percentage looks great considering the current circumstances. Ms. Lombardi thanked Mr. Deschenes, and noted the rent receivables have lowered from fourteen percent to twelve percent since the previous month. Ms. Lombardi explained NHRA is continuing to work on rental arrearages with residents, providing them with referrals for assistance to pay debts owed to NHRA. Ms. Lombardi further explained NHRA has entered into many repayment agreements with residents, and progress is being made.

Mr. Tollner arrived to the meeting at approximately 8:35 a.m.

Mr. Monahan commented that NHRA is supposed to be collecting approximately \$256,000 a month, and to have only a \$31,000 shortage during the current times is excellent. Mr. Monahan complimented the NHRA staff for a job well done. Mr. Monahan also said that working with the residents who are having difficulty is great, and he hopes it will help all of them. Mr. Monahan noted that while it is important to collect as much rent due as we can, it is just as important to try to help the people who are suffering to keep their housing. Mr. Monahan reiterated to NHRA to keep up the good work. Mr. Wilson said he concurred with Mr. Monahan's statements.

Mr. Monahan noted for the record that the number of applicants on the waiting list for public housing stands at 2,984, there are 3,965 applicants on the Section 8 waiting list, 479 applicants on the Cotton Mill waiting list, and on the Salmon Brook waiting list there are 272 applicants. Mr. Monahan commented that if this does not indicate NHRA should continue to expand our horizons, nothing does. Mr. Monahan also stated we should continue to move forward with the current efforts, and to keep up the good work.

Ms. Honorow asked about the Monthly Vacancy Report, and what the notation "lack of files" means. Ms. Lombardi explained that as applicants get to the top of the waiting list NHRA begins to perform updates so we re-verify their eligibility for housing. Ms. Lombardi described the update process, stating if an applicant has a poor criminal record, or concerning landlord references, the applicant is immediately denied. Ms. Lombardi explained that an applicant can then request an informal hearing per the NHRA Grievance Procedure to speak with us to see if we might have reason to overturn that decision. Ms. Lombardi further explained that another

reason for lack of files is that there are people who at this time are extremely uncomfortable with moving due to COVID-19, may have a lack of funds available to them, or could be committed to a lease agreement the landlord is unwilling to release them from. Ms. Lombardi provided the example of the non-elderly disabled waiting list, stating that NHRA may take a pool of thirty applicants from the top of the waiting list, and then receive no reply from a large percentage because their contact information is no longer valid, they do not reply to update letters or provide the required documentation in a timely manner, or are otherwise encumbered due to the aforementioned reasons.

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:

I want to extend NHRA's gratitude to the NH Food Bank, The Common Man restaurant, the sponsorship of Harvard Pilgrim, and the volunteers for the meal and food box deliveries to every family we assist in public housing for Thanksgiving. NHRA Board members, staff, family members, Police Athletic League, and other community volunteers assembled at 101 Major Drive on November 24th to coordinate deliveries, and distribute boxes of food and Thanksgiving meals to every family. There was no doubt that this thoughtful group of committed people would make a difference in someone's life that day. Andi Reed-Lenane did an exceptional job coordinating this with NH Food Bank and volunteers in a very brief timeframe, and my appreciation goes out to her.

NH Food Bank has contacted NHRA about doing a second food box delivery to residents on Tuesday, December 29th starting at 9:30 a.m. Volunteers will be needed to make this possible, along with the ability to lift thirty-five (35) lbs., and approximately four hours of your time. Ms. Reed-Lenane or I will contact volunteers to provide more information as we get closer to the date.

NHRA's redevelopment work continues, pending approvals and awards from HUD and the NH Housing Finance Authority. As we receive decisions from these groups, I will provide more information to the Board on the next steps. Discussions have taken place regarding how NHRA can supply available public housing units to families for relocation. A determination was made with the approval of Mr. Monahan and Mr. Wilson that vacated three and four-bedroom public housing units should remain temporarily vacant to provide available units to Bronstein families for the future relocation.

With the initial stages of the relocation process completed by Housing Opportunities Unlimited (HOU), and no further contractual obligation to HOU, NHRA sought cost proposals for the next stages of relocation. NHRA received proposals from HOU for \$216,105 and Housing to Home (HTH) for \$113,500 for consulting and relocation services. We anticipate the actual moving/relocation costs to move families out of Bronstein and back to the redeveloped property will be approximately \$500,000. These combined costs are a part of the overall redevelopment budget. After discussions with the redevelopment team, Mr. Monahan and Mr. Wilson, we will be contracting the next stages of the relocation process with HTH. I want to assure the Board that one of the HTH co-founders is highly skilled in the relocation field, having recently left as CEO of a large, national relocation company to start HTH.

Happy Holidays to you and yours!

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

Mr. Deschenes said he wished to express his appreciation on behalf of the residents for the food donation and volunteers who contributed, and thanked everyone very much. Mr. Deschenes said that day made many people very happy.

Mr. Monahan said he had an opportunity, along with Mr. Wilson and Mr. Tollner to deliver food and meals that day. Mr. Monahan said residents were quite appreciative, and it was very nice to see so many happy people receiving plenty of food. Mr. Monahan said it was a very special day, and rewarding not only for the residents, but for him and he believes for everyone involved. Mr. Monahan said he appreciates the hard work of all concerned.

Mr. Monahan made a statement about the relocation of the residents of Bronstein, noting that it is of utmost importance for NHRA to conduct relocation in a fair, thoughtful and compassionate way. Mr. Monahan said we understand, and it has been part of the discussions during the last couple of meetings, that this relocation will be more difficult due to COVID-19. Mr. Monahan explained it seems the timing will need to be extended from approximately four months from now to a little longer. Mr. Monahan said that while NHRA cannot keep every organization and person happy, we have forty-eight families to make as comfortable as possible. Mr. Monahan reminded everyone that notifications will be going out soon, and consideration, as well as again, compassion, is of the utmost importance moving forward.

Mr. Monahan stated NHRA is making tremendous progress on the redevelopment of Bronstein, and it is a multi-faceted mosaic that has to be put together. Mr. Monahan gave Ms. Lombardi high praise for going above and beyond in spear-heading the redevelopment efforts. Mr. Monahan also said that Mr. Wilson's efforts and knowledge have been unbelievable. Mr. Monahan stated the redevelopment is in very good hands, and said NHRA is coming close to closing in on the next finance package. Mr. Monahan explained that in the next few weeks NHRA will have more definitive direction, at which time the redevelopment team should be sitting down with the Board members, and thoroughly going over the details of the progress so far. Mr. Monahan said there have been a few hurdles during the process, but each has been met so far as they were nothing more than stepping stones for NHRA. Mr. Monahan said he hopes timing shortly after the New Year will work for them to sit down as a Board.

Mr. Wilson added he appreciates the work of Ms. Lombardi, as well as Mr. Costa and everyone else on the redevelopment team, but it must be said that Mr. Monahan's expertise is amazing to hear and learn from. Mr. Wilson said Mr. Monahan is the primary focal point of why the redevelopment is going to be so successful, and thanked him wholeheartedly. Mr. Monahan thanked Mr. Wilson, but also said it takes a village to accomplish this. Ms. Lombardi said that while it is a team effort, she echoes Mr. Wilson's comments and appreciates what he said about Mr. Monahan.

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:

**RESOLUTION NO. 20-2382
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR THE PURCHASE OF
ONE 2021 CHEVROLET SILVERADO HEAVY-DUTY PICKUP TRUCK
WITH A 8FT. FISHER V-PLOW AND TOMMY GATE TAILGATE LIFT, AND
THE TRADE-IN OF ONE 2007 CHEVROLET SILVERADO PICKUP TRUCK
VALUING \$4,000 TO LIBERTY CHEVROLET, 90 BAY STATE ROAD,
WAKEFIELD, MA 01880 AT A TOTAL CONTRACT COST OF
\$36,691 UNDER THE OPERATING BUDGET**

The Chairperson entertained a motion to approve **Resolution No. 20-2382**. Mr. Wilson made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Wilson asked if the trucks were identical in specifications. Ms. Lombardi confirmed. Mr. Tollner said he is surprised NHRA only received two bids. Ms. Lombardi said she was surprised as well, as NHRA sent out seventeen letters to car dealerships all over New England.

BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 64024 through 64166 and from the Park View Apartments Cash Disbursement List – check numbers 5538 through 5546 and to approve the investments as listed. Mr. Tollner made a motion to approve, 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.

COMMISSIONERS' COMMENTS:

Mr. Tollner wished everyone happy holidays, and all other Board members concurred.

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. Deschenes 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 8:58 a.m.

Respectfully submitted,



Andrea Reed-Lenane
Recording Secretary