

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
HELD ON AUGUST 15, 2025**

The Commissioners of the Nashua Housing and Redevelopment Authority (NHRA) held its regular meeting at the office of the Nashua Housing and Redevelopment Authority, 40 East Pearl Street, Nashua, New Hampshire, at 8:30 a.m. on Friday, August 15, 2025. Chairperson Eric Wilson called the meeting to order, and the Acting Recording Secretary called the roll at approximately 8:32 a.m. with the following responses:

Present

Eric Wilson
Paul Deschenes
Helen Honorow
Thomas Monahan
James Tollner

Absent

The following persons were also present: Reverend Sally Newhall, Greater Nashua Interfaith Housing Justice Group; Tonia Knisley, Voices of Major Drive; Victoria Markiewicz, Granite State Organizing Project; Joseph Plodzik, Resident; Belen Tricoche, Resident; Bob Mack, Director, Division of Welfare; Lynn Lombardi, Executive Director; and Scott Costa, Assistant Executive Director/Acting Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority's regular meeting minutes dated July 18, 2025, accept them, and place them on file. Mr. Tollner made a motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion.

Mr. Monahan abstained due to being absent from the July meeting. 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. Tollner made a motion to accept, and Mr. Monahan seconded the motion. The Communications were as follows: Monthly Operational Reports – July 2025 – consisting of Public Housing and Section 8 Waiting List and Applications Report; Work Order Report; Section 8 Housing Choice Voucher Program (HCVP) Utilization Report and Rent Collections Report.

The Chairperson asked if there were any comments or discussion.

Mr. Deschenes commented that the tenant account receivables looked high. Ms. Lombardi explained that there are some pending repayment agreements to be entered, and one pending lockout due to a Writ of Possession. Mr. Monahan noted it should be kept in mind that these figures only represent what the residents owe, and the funds we get from HUD really carry the

weight. He stated when looking at these figures, keep in mind that the percentage is far lower than what is shown.

Mr. Monahan let everyone know that it took two Commissioners at last month's meeting to take his place in the reporting of the waiting list statistics. He then reported that the NHRA currently has 4,080 families on the public housing waiting list, 5,192 families on the HCVP waiting list, and 1,241 families on the Monahan Manor waiting list. He added that the NHRA is doing a good job, but the need for affordable housing continues to be a priority as families keep applying for assistance.

The Chairperson asked if there were any additional comments or discussion. There being none, the motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

NHRA's relocation specialist, HousingToHome, is working diligently with residents of Maynard Homes and has made themselves very accessible to families as they are issued a Section 8 Housing Choice Voucher or a transfer to an alternate public housing unit.

The NHRA Applications Department, specifically Mary Rodriguez with the help of Deanna Brooks and Sarah Fernandez, has been sending letters and preparing Section 8 files for eligibility review at a fast rate. Shaleka Wilson, NHRA's Section 8 Program Manager, is conducting briefings and doing a great job of promptly issuing vouchers to provide residents with the maximum amount of time to secure housing. Four families have expressed interest in using the portability option during relocation, which could result in them finding housing in other states.

The staff here have my endless gratitude for their extra hours during staff shortages. The additional work placed on each of them during the relocation has been overwhelming and I appreciate everyone who has stepped up. Without the help and support of Scott Costa, Mary Rodriguez, Shaleka Wilson and so many others, this would not be possible. Thank you to everyone.

Scott Costa and I continue to work toward defining a date for the Annual Plan public hearing and Resident Advisory Board meeting to discuss the NHRA's plans for Fiscal Year 2026 and over the following five years with the Capital Fund Program.

I reached out to the Front Door Agency regarding the Landlord Incentive Program. A brochure was emailed to me explaining the details of their program. I have inquired further about the families who will be seeking housing and whether they are referred, or if the Front Door Agency is working from an internal list. Doug Howard, Housing Stability Program Manager, and I communicated and he said they have a small group of social service agencies involved in these preliminary meetings. He said he would speak with Maryse Wirbal, CEO, regarding the NHRA's interest in being involved. I will update the Board as I receive more details.

I am seeking Board approval to renew the NHRA's CDs at Triangle Credit Union at the following rates and terms: (TCU continues to offer the most competitive rates)

- Four (4) \$229k CDs at 4.25% APY for three months; and
- Two (2) \$228k CDs at 4.25% APY for six months.

The Chairperson entertained a motion to approve the Executive Director's Report. Mr. Monahan made a motion to accept, and Mr. Tollner seconded the motion. The Chairperson asked if there were any comments or discussion.

Ms. Honorow asked if Ms. Lombardi knew when the funds were provided to the Front Door Agency by the Housing Revolving Fund, if there were any requirements about how it would be used. Ms. Lombardi stated the brochure sent to the NHRA was informative but did not specify any of these details. Ms. Lombardi added that this is a new program, and it did not appear that any funds had been disbursed and spent yet. Ms. Honorow offered to reach out to Ms. Wirbal about NHRA's interest in being involved. She received approval from the Chairperson. Mr. Tollner asked if the Front Door Agency mentioned any of the other agencies they are working with. Ms. Lombardi said no, only that they were keeping it small. Mr. Monahan stated he supports the NHRA being involved.

There being no further discussion, the motion passed unanimously.

NEW BUSINESS:

RESOLUTION NO. 25-2478
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR ARCHITECT/ENGINEERING SERVICES
FOR EXTERIOR MODERNIZATION WORK AT 2-10 FOSSA AVENUE TO
EMERALD DESIGN BUILD, 435 LANCASTER STREET, LEOMINSTER, MA 01453
AT A TOTAL CONTRACT COST OF \$42,150
UNDER THE CAPITAL FUND PROGRAM 501-24 BUDGET

The Chairperson entertained a motion to approve **Resolution No. 25-2478**. Mr. Tollner made a motion, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Tollner stated he was amazed the NHRA only received two bids for the work. Mr. Costa responded by stating that the recommended bidder's references are solid and the bid amount is excellent. Mr. Monahan concurred. Mr. Wilson noted he comments on the costs for architectural/engineering services frequently and said it's too bad we can't skip the middle person and go straight to the bidder. Mr. Monahan said the NHRA could do a design/build and have the bidder do all the work. Mr. Costa said the NHRA could assume construction administration to decrease the cost. Mr. Monahan said Mr. Costa already has enough to do. He suggested the NHRA look into design/build options to provide the NHRA with some overall savings. Mr. Wilson agreed.

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

AYE

James Tollner

Thomas Monahan

Helen Honorow

Paul Deschenes

Eric Wilson

NAY

RESOLUTION NO. 25-2479
BY THE NASHUA HOUSING AND REDEVELOPMENT AUTHORITY
AWARDING A CONTRACT FOR ARCHITECT/ENGINEERING SERVICES
FOR HEATING AND DOMESTIC HOT WATER SYSTEM REPLACEMENT AT
2-5 SULLIVAN TERRACE NORTH, 2-11 TEMPLE STREET MANOR, 2-15 ATWOOD
COURT, 2-15 WHITNEY STREET, 2-20 FORGE DRIVE AND 2-20 FLAGSTONE DRIVE
TO BLW ENGINEERS, INC., 311 GREAT ROAD, LITTLETON, MA 01460
AT A TOTAL CONTRACT COST OF \$159,000
UNDER THE CAPITAL FUND PROGRAM 501-24 BUDGET

The Chairperson entertained a motion to approve **Resolution No. 25-2479**. Mr. Tollner made a motion, and Ms. Honorow seconded the motion. The Chairperson asked if there were any comments or discussion.

Mr. Monahan stated it's a great price for the number of units.

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

AYE

James Tollner
Thomas Monahan
Helen Honorow
Paul Deschenes
Eric Wilson

NAY

BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 71986 through 72091 and from the Park View Apartments Cash Disbursement List – check numbers 5988 through 5993, including ACH debits and investment accounts. Mr. Tollner made a motion, and Ms. Honorow seconded.

The Chairperson asked if there were any comments or discussion.

Mr. Wilson inquired about a check to Chrisicos Properties, specifically for repairs at Maynard Homes. He asked if these repairs were completed at the Phase 2 units. Ms. Lombardi responded that the repairs were for Phase 1 and Phase 2 units. Mr. Costa added that there was some excavation work done at the property to locate a subgrade water barrier as part of the demolition work to be completed.

Mr. Monahan asked if the check to EBI Consulting was for work at Fossa Avenue. Mr. Costa confirmed.

There being no further discussion, the motion passed unanimously.

COMMISSIONER'S COMMENTS:

Ms. Honorow wanted to express her gratitude and on behalf of the other Commissioners for the staff work that has gone into keeping our heads above water. Ms. Lombardi and Mr. Costa thanked Ms. Honorow, and the Commissioners seconded Ms. Honorow's statement.

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

None.

PUBLIC COMMENT:

Ms. Knisley noted that the beginning of relocation was a little rough but is now going very well. She stated many residents share their experiences with the Resident Council members, but do not share them with the NHRA staff and Board.

Ms. Tricoche shared that many residents are feeling a lot of stress. She said she began searching for a unit and calling landlords while other residents had not taken these steps. She added that the initial stress she felt quickly passed when she located an apartment. Ms. Tricoche added that she felt supported by HousingToHome during the process. Ms. Lombardi noted that the NHRA became aware that there had been misinformation given, causing confusion last week and it was addressed.

Ms. Knisley stated much of the confusion was with deciphering which paperwork belonged to the NHRA, and which was for HousingToHome. She specifically mentioned the 90-day notice delivered to residents, and the 30-day Notice of Intent to Vacate required by the NHRA. She suggested more information on these forms might help alleviate the confusion in future meetings involving relocation. Ms. Lombardi thanked Ms. Knisley for the information.

Ms. Markiewicz stated there was some resident confusion about the on-site schedule for HousingToHome staff at the 100 Major Drive community room. She explained that when a staff member was on vacation, the residents had not been informed that alternate HousingToHome staff would be available to assist with relocation. She added that as residents received their vouchers from the NHRA they were told the next step was to speak with HousingToHome staff. Residents were having difficulty getting in touch with the HousingToHome staff members during that time. Ms. Lombardi stated she was aware of these concerns, and she held a conversation with HousingToHome. She said residents will be seeing improvement.

Ms. Knisley informed everyone that Rivier University students are hosting a Day of Service at Maynard Homes on September 20. She added that there is a sign-up sheet in the community room for students to assist residents with relocation, including packing or organizing.

Mr. Mack stated there will be a meeting next week to discuss next steps for the Landlord Incentive Program, and he will share the NHRA's interest in participating. He added that he does not represent the Front Door Agency but believes one of the goals of the program is to assist tenants who are extremely difficult to place due to a multitude of challenges and may be homeless or living in shelters. Mr. Mack stated the Welfare Department appreciates the working relationship with the housing authority and that they want to focus on keeping people housed whenever possible by reinforcing the need for tenants to pay their portion of rent before it adds

up, as it becomes more challenging to keep them housed when they don't pay the smaller portion.

Reverend Newhall mentioned the staffing shortage at the NHRA. Ms. Lombardi helped her understand some of the challenges, especially during a time when the NHRA needs additional staff. Reverend Newhall discussed a meeting she attended with residents, saying she heard panic. She said residents were concerned about the HousingToHome staff member being absent. Reverend Newhall noted some miscommunication between the NHRA and HousingToHome, and felt it was important to inform the staff and Commissioners.

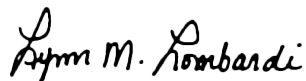
ADJOURNMENT:

The Chairperson entertained a motion to adjourn. Mr. Tollner moved to adjourn, and Mr. Deschenes seconded the motion.

There being no further discussion, the motion passed unanimously.

The meeting was adjourned at approximately 9:06 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Lynn M. Lombardi". The signature is written in a cursive style with a large initial 'L'.

Lynn M. Lombardi
Acting Recording Secretary