



Catherine Naczas  
*Executive Director*

**M A N C H E S T E R**  
**HOUSING AND REDEVELOPMENT AUTHORITY**

David Quinn  
*Chair*  
Stephen Duffley  
*Vice-Chair*  
Andrew Papanicolau  
*Commissioner*  
Mike Lopez  
*Commissioner*  
Thomas Hickman  
*Commissioner*

**NOTICE OF REGULAR MEETING**  
**MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**  
**MANCHESTER, NEW HAMPSHIRE**

You are hereby notified that the Commissioners of the Manchester Housing and Redevelopment Authority are called to meet in Regular Session at 12:00 p.m. on Tuesday, October 15, 2024 in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

**1. Roll Call**

**2. Public Participation**

**3. Consent Agenda:**

- a. Authorizing and approving a separate HUD-VASH exception payment standard of one hundred and twenty (120) percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) effective January 1, 2025
- b. Authorizing and Approving the Executive Director to Execute Documents Related to the Eversource Energy Easement to Install Electric Service Over the Leased Land for the Marc Stebbins Community Center

**4. Approval of Minutes:**

Minutes of the Meeting of September 17, 2024

**5. Financial Report**

- a. AMP Operations YTD reporting
- b. Section 8 Operations YTD reporting

**6. Capital Fund Projects**

- a. Kiosk and Gallen Bldg modernizations
- b. Main Office parking lot expansion and site improvements
- c. Kelley Falls – 4 Bldg Roof Upgrade
- d. Gallen Bldg Laundry Upgrades

**7. Public Housing Operations**

- a. Tax Credit Properties Occupancy report
- b. Public Housing Occupancy update



- 8. S-8/HCV Program**
  - a. Utilization Report
  
- 9. Policy, Compliance and Human Resources**
  - a. Policy, Compliance and Human Resources Update
  
- 10. Resident Services**
  - a. Program Updates
  
- 11. Development Report**
  - a. Kelley Falls Exterior Project
  
- 12. Executive Director's Report**
  - a. Veterans Homeless Projects and Initiatives
  - b. HUD's visit to Elmwood Gardens
  
- 13. Other Business**
  
- 14. Adjourn**





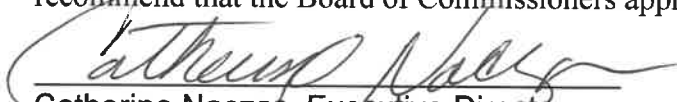
MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
SUBJECT: Increasing HUD-VASH Payment Standard to 120%  
DATE:

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I have reviewed the language pertaining to the increasing of the HUD-VASH Payment Standard to 120% of the Area Fair Market Rent in accordance with the HUD exception policies and procedures. I believe this will assist our VASH veterans in finding affordable housing units and recommend that the Board of Commissioners approve this change to our Administrative Plan.

  
Catherine Naczas, Executive Director



MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Catherine Naczas, Executive Director

FROM: Catherine Brown, Leased Housing Director

SUBJECT: Housing Choice Voucher Administrative Plan, Increasing HUD  
VASH payment standard

DATE: September 19, 2024

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Manchester Housing and Redevelopment Authority (MHRA) staff is requesting the authorization of the Board of Commissioners at the meeting on Tuesday, October 15, 2025 to authorize the amendment of the Housing Choice Voucher Administrative Plan Chapter 19 PART II: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM, -I.I.E. LEASING [FR Notice 9/27/21] Exception Payment Standards, to be amended to establish a separate HUD-VASH exception payment standard of one hundred and twenty (120) percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) effective January 1, 2025.

Description:

Current MHRA payment standards for MHRA Housing Choice Voucher Program are one hundred and ten (110) percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR).

On August 13, 2024 HUD published revised policies and procedures for administration of the HUD-VASH program in the Federal register 24 CFR Parts 982 and 983.

To assist HUD-VASH participants in finding affordable housing HUD is waiving 24 CFR 982.503(a)(2) and (b) to allow a PHA to establish a separate HUD-VASH exception payment standard. Without this waiver, a PHA is required to establish a single payment standard amount for each unit size. Additionally, 24 CFR 982.503(c) is waived so that PHAs may go up to, but no higher than one hundred and twenty (120) percent of the published metropolitan area-wide Fair Market Rents (FMRs) or Small Area FMRs (based on the PHA's applicable FMR) specifically for their HUD-VASH program.

The exception payment standard effective date of January 1, 2025 will coincide with the required annual change of FY2025 FMRs for the MHRA Housing Choice Voucher (HCV) Section 8 program.



**RESOLUTION NO. 5677**

**Authorizing and Approving a Separate HUD-VASH Exception Payment Standard of 120% of the Published Fair Market Rent Effective January 1, 2025**

**WHEREAS** On August 13, 2024 HUD published revised policies and procedures for administration of the HUD-VASH program in the Federal register 24 CFR Parts 982 and 983.  
and;

**WHEREAS** these revised policies and procedures assist HUD-VASH participants in finding affordable housing by allowing PHAs to establish a higher HUD-VASH exception rent payment standard of 120% of the published area Fair Market Rent and;

**WHEREAS** in order for MHRA to be able to utilize this exception payment standard for the benefit of HUD-VASH participants the MHRA Board of Commissioners must approve this action;

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Manchester Housing and Redevelopment Authority as follows:

The MHRA Board of Commissioners at the meeting on Tuesday, October 15, 2025 authorize the amendment of the Housing Choice Voucher Administrative Plan Chapter 19 PART II: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM, -I.E. LEASING [FR Notice 9/27/21] Exception Payment Standards, to be amended to establish a separate HUD-VASH exception payment standard of one hundred and twenty (120) percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) effective January 1, 2025.



MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Board of Commissioners

FROM: Catherine Naczas, Executive Director

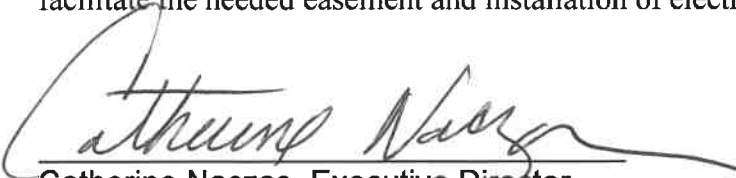
SUBJECT: Authorizing an easement to Eversource Energy over leased land at Kimball Street for the installation of electrical service to the Marc Stebbins Community Center (Boys and Girls Club, Amoskeag Health)

DATE:

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The Mark Stebbins Community Center is in the process of completing their zoning and planning applications to the City of Manchester, and to begin to ready the site for construction. As part of this process they are in need of installing electrical service to the leased land site which is owned by MHRA. In order to bring electrical service to the site, Eversource Energy is in need of an easement to be granted over the leased land area. Attached you will find the Stebbins Community Center's project manager's email and easement application.

I respectfully request that the Board of Commissioners authorize me to execute documents to facilitate the needed easement and installation of electrical service to the lease land area.



Catherine Naczas, Executive Director



Outlook

**RE: [External] Can you sign for Elec Service Easement?**

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From Marc Lehoullier <mlehoullier@tridentgrp.com>

Date Wed 10/9/2024 2:13 PM

To Catherine Naczas <cnaczas@manchesterhousing.org>; jeanine.jeanineandcompany.com <jeanine@jeanineandcompany.com>

Cc Marc van Zanten <mvanzanten@cda-law.com>

 3 attachments (4 MB)

Service Easement Application NH.pdf; Work Request Submission Confirmation #18969999; Deed City of Manch to MHRA-1948.pdf;

**CAUTION:** This email originated from outside of MHRA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kathy,

We have submitted the ZBA application for the MSCC...however we will be heard on Nov 14. The October agenda was nearing full, and there were 2 controversial cases that would have complicated our review with the ZBA.

That said, we are proceeding with the Civil design and will be making PB application on December 2 for a hearing in January.

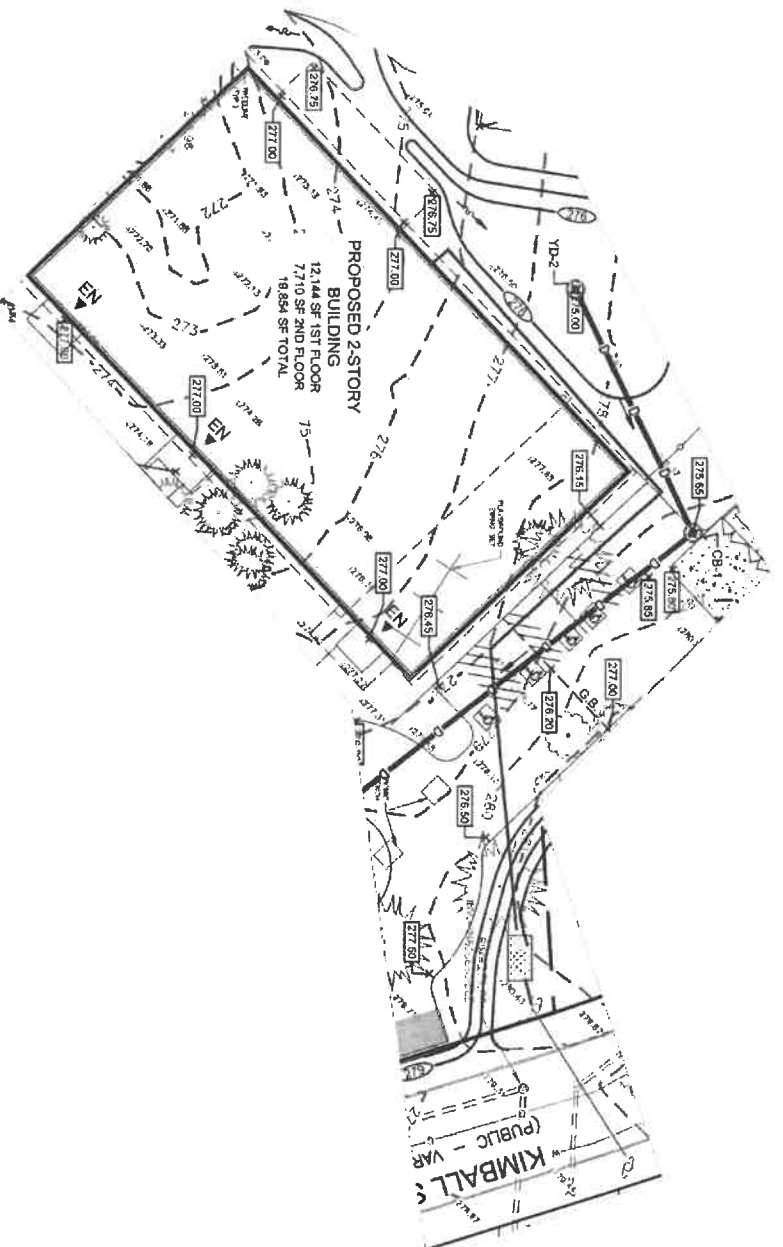
There may be a similar to the ZBA application, we may need an authorization letter from you relative to the Planning Board....stay tuned.

On another matter, we are submitting paperwork to Eversource for electricity service. The work request has been made, and the engineers are working on the load letters etc required for Eversource.

As the Owner of record, MHRA will need to grant an easement to Eversource for the electrical service. Eversource will draft the easement based on the attached Easement application. I have filled out what I can. Please answer the Mortgage detail if any. If anything needs to change on the application, let me know. I also attach a copy of the deed, to which the easement will be tied.

Eversource will need an easement for an underground service, likely originating from an existing pole on Kimball St, overhead to a new pole (red line) on MSCC leasehold to a new pole, then underground to the ground set transformer, approximate to the red rectangle. The secondary electrical will service the building underground (blue line).

Please reach out if you have any questions. Thanks!



Marc Lehoullier, LEED AP

[MLEhoullier@tridentgrp.com](mailto:MLEhoullier@tridentgrp.com)

603-898-6110 Ext 16

Trident Project Advisors and Development Group

155 N Broadway, Salem, New Hampshire 03079

C: (603)340-6635 F: (603) 890-1070

"A Schedule Defends from Chaos and Whim"



Please consider the environment before printing this email. Thank you.





# NH SERVICE EASEMENT APPLICATION

Your Work Request number is:

18969999

Please complete all sections of this form so that Eversource can prepare an easement for you. Print information clearly. If a section does not apply to you put N/A on that line. Incorrect or incomplete information may delay installation.

If the requested service line will cross properties owned by others, the owners of those properties will need to complete their own application. Make copies of this form if you need extras.

### SECTIONS 1 - 3 ARE FOR INFORMATION REGARDING THE PROPERTY THAT WILL REQUIRE AN EASEMENT.

<b>SECTION 1</b>	Lot Map 777 Lot 13 KIMBALL STREET	Manchester	03102	
	STREET ADDRESS (of property requiring easement)		CITY/TOWN	ZIP CODE
	Provide the Tax parcel ID for this property (available at your town office):	MAP: 777	LOT: 13	
	Manchester Housing and Redevelopment Authority			
	198 Hanover Street Manchester NH 03104-6125			
	NAME OF CURRENT PROPERTY OWNER(S) – (USE BOTH LINES IF NECESSARY)			
<b>SECTION 2</b>	Provide Marital Status if the entity named above is an individual: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow(er)			
	Provide spouses name if not on deed: NA			
	Is or will the address listed above be the Primary Residence of the Owner? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
	If the Property Owner is a business, provide name(s) and titles of person(s) authorized to sign on its behalf:			
	Catherine Naczas		Executive Director	
	NAME		TITLE	
<b>SECTION 3</b>	Is this property mortgaged? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, complete below. If no, proceed to section 3.			
	NAME OF MORTGAGE HOLDER		DATE OF MORTGAGE	
	COUNTY THAT MORTGAGE IS RECORDED IN	BOOK	PAGE	
	In case of questions regarding this property, please provide contact information:			
NAME		EMAIL	PHONE	
Provide current mailing address of the property owner (where the easement document should be mailed to):				
198 Hanover Street Manchester NH 03104-6125				
STREET ADDRESS OR PO BOX		CITY/TOWN, STATE	ZIP	
Mail this <u>completed Application</u> and a <u>copy of your recorded deed</u> (all pages) using the provided envelope. If the envelope is missing, mail to Eversource – Attn. NH Service Easements using the following addresses:				
U.S. Mail: PO Box 330 – Manchester, NH 03105				
Next Day or Courier Service: 780 North Commercial Street, Manchester, NH 03101				
E-Mail: NHServicesEaseApp@eversource.com				

**What is an easement?**

An easement is a privilege that you, the property owner, grant to us (and sometimes the local telephone company), which allows partial use of your property to place and maintain facilities needed to provide you with service. When you grant a service easement, you are not selling Eversource that part of your property; however, your use of that portion of land is restricted. The easement will be recorded in the Registry of Deeds of the New Hampshire county in which your property is located. An easement does not expire. It remains connected to your land title unless it is released by Eversource (and phone company if applicable).

**What is the process for getting an easement?**

Complete the application and mail it with a copy of your recorded deed. Do this as soon as possible, even if you are months away from needing electric service. When all the required paperwork is received by Eversource, the easement will be drafted and mailed (or emailed) to you. You will need to sign the document before a Notary Public or Justice of the Peace. Once signed, you will need to return the original document to Eversource.

**What happens if I don't sign the easement?**

As outlined in the most current NHPUC Tariff (Electricity Delivery Service Tariff – Line Extensions – Customer Responsibilities), Eversource cannot provide permanent electric service to your property until the original easement document has been signed by you and returned to us.

**How long will this process take?**

Once all required documents (application, deed, tax map, and in-house plans) are received, it can take up to 8 weeks to process depending on the time of year.

**What if I don't have a copy of my deed?**

You can obtain a copy of your deed from the Registry of Deeds (see list below) of the New Hampshire county in which your property is located. Registry personnel will help you find the document if you are unfamiliar with the process.

**What if Eversource has to install equipment on my neighbor's property in order to access mine?**

You will need to approach your neighbor and get permission from them to do so. If they are agreeable, they will need to grant an easement to Eversource also and should complete the Easement Application.

**Can I email you or fax my easement once it is signed?**

No. To be accepted by the Registry of Deeds, the document must be a signed original.

<b>BELKNAP COUNTY</b> 64 Court Street Laconia, NH 03246 603-527-5420	<b>CARROLL COUNTY</b> 95 Water Village Rd. Ossipee, NH 03864 603-539-4872	<b>CHESHIRE COUNTY</b> 33 West Street Keene, NH 03431 603-352-0403	<b>COOS COUNTY</b> 55 School Street Suite 103 Lancaster, NH 03584 603-788-2393
<b>GRAFTON COUNTY</b> 3855 Dartmouth Hwy. No. Haverhill, NH 03774 603-787-6921	<b>HILLSBOROUGH COUNTY</b> 19 Temple Street Nashua, NH 03061 603-882-6933	<b>MERRIMACK COUNTY</b> 163 N. Main Street Concord, NH 03301 603-228-0101	<b>ROCKINGHAM COUNTY</b> 10 Route 125 Brentwood, NH 03833 603-642-5526
	<b>STRAFFORD COUNTY</b> 259 County Farm Rd. Suite 202 Dover, NH 03821 603-742-1741	<b>SULLIVAN COUNTY</b> 14 Main St. Newport, NH 03773 603-863-2110	

**QUESTIONS? Please call the ELECTRIC SERVICE SUPPORT CENTER between 7 a.m. and 5 p.m. Monday through Friday  
1-800-362-7764**

RESOLUTION NO. 5678

**Authorizing and Approving the Executive Director to Execute Documents Related to the Eversource Energy Easement to Install Electric Service Over the Leased Land for the Marc Stebbins Community Center**

**WHEREAS** On October 9, 2024 the Mark Stebbins Community Center sent an email explaining where the project was in terms of planning and zoning, and needed electrical service at the site and;

**WHEREAS** the project manager, Trident Project and Development Group requested MHRA to execute documents granting an easement over leased land for the installation of the electrical service;

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Manchester Housing and Redevelopment Authority as follows:

**RESOLVED:** To authorize MHRA to grant an easement to Eversource Energy over the existing Property in order to have electrical services installed over a portion of said Property in order to provide the required service to the Mark Stebbins Community Center.

**RESOLVED:** To authorize MHRA to (i) enter into and execute any and all documents as may be necessary to effectuate the installation of the electrical service; and (ii) to enter into all contracts and agreements as may be necessary to complete the improvements as outlined herein to the Property in support of the Project.

**RESOLVED:** To authorize Catherine Harlan Naczas as Executive Director to execute any documents and carry on any other act reasonably necessary to effect the aforesaid resolutions.

A true record.

Attest:

Catherine Naczas  
Secretary, [clerk or secretary of the Board]

**MINUTES OF THE REGULAR MEETING**

**OF THE COMMISSIONERS OF THE**

**MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**

The Commissioners of the Manchester Housing and Redevelopment Authority met for the Regular Meeting at 198 Hanover Street, in the City of Manchester, New Hampshire on Tuesday, September 17, 2024.

The Chair called the meeting to order, and upon roll call, those present were as follows:

PRESENT

David Quinn	Chair
Stephen Duffley	Vice Chair
Thomas Hickman	Commissioner
Mike Lopez	Commissioner
Andrew Papanicolau	Commissioner
Catherine Naczas	Executive Director

STAFF PRESENT

Mike DiSabato	Housing Operations Director
Gianni D’Intino	Contracting and Modernization Director
Catherine Brown	Leased Housing Director
Regine Pelletier-Tracy	Finance Director
Kris Hall	Resident Services Director
Marie Papineau	Senior Asset Manager

The Chair declared a quorum present.

The Chair introduced Item 2, Public Participation; There were no members of the public present.

The Chair introduced Item 3, Consent Agenda;

a. **Approval of the annual budget to be submitted to HUD.** Upon motion by Commissioner Papanicolau and seconded by Vice Chair Duffley, it was voted to approve the 2024/2025 annual budget and to submit it to HUD.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman

NAYS

Mike Lopez  
Andrew Papanicolau

**b. Authorizing the MHRA Commission Chairman, David Quinn, and Catherine Naczas to execute the 75 W. Baker Street loan agreement between MHRA and Baker Street development Corporation.** Commissioner Lopez noted that the mortgage stipulated three units when there are only two. The Executive Director stated that she would make that correction. Upon motion by Vice Chair Duffley, seconded by Commissioner Papanicolau, it was voted to authorize the chair, David Quinn and Catherine Naczas to execute the loan agreement between MHRA and Baker Street Development Corporation with the correction from three units to two units.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman  
Mike Lopez  
Andrew Papanicolau

NAYS

**c. Approving and Authorizing Award of a Contract for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH .** Commissioner Quinn asked for a summary of the Parking Lot Expansion/Site Improvements project. The Director of Contracting and Modernization responded the major element is expansion of the rear office building parking lot, adding 7 spaces, and providing driveway access from the lot to Amherst Street. Additional improvements include the removal and replacement of all existing asphalt throughout the site and re-striping. Site fencing, patio-area membrane roofing, exterior wall restoration, painting and tree work are some of the site improvements also scheduled.

Commissioner Lopez asked about the feasibility of expanding the front parking area of the Gallen Bldg/main office by introducing retaining walls and whether a site engineer had evaluated additional options for expansion? The Director of Contracting and Modernization responded the plans were completed by Granite Engineering to maximize parking space at the rear lot. At the front lot, an area that could have been used for additional parking needs to be reserved for snow storage. Unfortunately, no other parking expansion is available on this site.

Upon motion by Commissioner Papanicolau and seconded by Vice Chair Duffley it was voted to approve and authorize the award of the MHRA Parking lot expansion and improvements contract.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman  
Mike Lopez  
Andrew Papanicolau

NAYS

**d. Approving and Authorizing the Write off of Certain Unpaid Public Housing Tenant-related Expense.** Chairman Quinn asked how the amount compared to other write off amounts at this time of year. The Operations Director explained that since the Covid eviction moratorium was lifted several months ago, we are just seeing residents abandoning units without paying the rent owed. Thus, the amount of write offs will be higher than in past years when we could not evict because of covid rules.

Upon motion by Commissioner Lopez and seconded by Commissioner Papanicolau, it was voted to approve and authorize the write off of certain unpaid public housing tenant-related expenses.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman  
Mike Lopez  
Andrew Papanicolau

NAYS

The Chair introduced item 4; Minutes of August 20, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of August 20, 2024. Upon motion by Vice- Chair Duffley and seconded by Commissioner Hickman, it was voted to approve the minutes of August 20, 2024.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman  
Mike Lopez  
Andrew Papanicolau

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director thanked the Commissioners for approving the 2024/2025 operating budget to be submitted to HUD. She stated that we are in the last month of our fiscal year and are still doing well. There will be some adjustments in October with expenses/ invoices still coming in through September and October but nothing that would be unexpected.

The Chair introduced Item 6; Capital Fund Projects Report and turned the floor over to the Director of Contracting and Modernization who provided the following project updates:

Kiosk + Gallen Bldg Modernizations:

Work continues on flooring, mechanicals, electrical and painting. Epoxy floor work scheduled for completion next week.

### Burns Bldg – Electrical Upgrades

Major portion of the work has been completed including replacement of emergency generator. Tie-in of new fire pump controller/commissioning to be completed next week.

### Kelley Falls – 3 Bldg Roof Upgrade

Roof membrane replacement completed. Awaiting completion of edge metal work. A fourth building was added to this project as change order.

### Central Office/Gallen Bldg – Parking Lot Expansion and Site Improvements

Resolution approved to award contract – Agreement signing scheduled for tomorrow morning. Start of rear lot expansion scheduled to begin on/about October 7th.

Commissioner Quinn asked on the completion date for the Kiosk project? The Director of Contracting and Modernization responded expected completion is middle of October.

The Chair introduced Item 7., Public Housing Operations and turned the floor over to the Housing Operations Director. The director started off presenting the occupancy numbers which are as follows: Public Housing is at 98.80%, Assisted Market Rate units are at 97.20% with 3 vacant units at Tarrytown, and the 5 Tax Credit Buildings are reporting 99.00% occupancy with 3 of the 5 buildings at 100%. The director continued by saying there is still good communication between office Staff, Maintenance Staff, and the management staff with the monthly meetings as we all have input into working being done, issues that come up, and praise for work that has been completed. The director continued by saying when the crews are not in a vacant unit, they continue to maintain the grounds, work orders, and preventive maintenance projects. He continued by saying that the snow removal equipment is coming back from being serviced and being placed in the respective storage sheds/garages, and locations so they are ready to go when the snow starts.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. As of September 1, 2024, there were 2020 families under lease. This includes 165 veteran families.

There were 14 families that left the program as of the end of August.

33 families have vouchers looking for units to rent.

As of the end of August, the total amount spent to date was \$730,360.00 out of the total \$800,000.00 allotted by the city for the Housing Applicant/Landlord Partnership Program.

Total claims paid out are as follows:

232 security deposits,

250 landlord incentive fees

55 application fees

61 HQS Unit Repair Fees.

The Chair introduced Item 9; Policy, Compliance and Human Resources and turned the floor over to the Executive Director as the HR director was not present at the meeting but had provided a written report. The Executive Director reported that the HR team was preparing for the employee appreciation event on October 18<sup>th</sup>. Employee appreciation gifts and recognitions are in the works. The first trauma training was held and was very well received. The Greater Manchester Mental Health Center provided the training and we will likely use them again for future trainings. Open Enrollment will begin October 1<sup>st</sup> and continue through December.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Director. The Resident Services director stated that the Congregate Housing Services Programs (CHSP) at the Gov. Hugh Gallen Apartments began offering services on Monday, September 9<sup>th</sup>, The program currently has 4 active participants.

She also stated that the homework club started up again on September 9<sup>th</sup> at Kelley Falls and September 12<sup>th</sup> at Elmwood Gardens. Student volunteers from St. Anselm College will be starting back with the program on September 23, 2024.

Commissioner Papanicolau asked if we had any information on having a toy drive again this year. The Resident Services Director stated that we just received the date today and the toy drive will be December 7<sup>th</sup> this year.

The Chair introduced Item 11., Development Report and turned the floor over to the Executive Director as the Development Director was absent from the meeting. The Development Director had submitted a written report stating the following:

#### Kelley Falls Renovation Pilot

We have been meeting regularly with the architect and I met last week with the electrical engineer for a review of the lighting plan. We waiting for the final specifications and are working on the bid package.

#### Kelley Falls Fencing

The fence installation is nearly complete. We are working with the City departments regarding the securing of the gate so that they can all access. We have received a loss prevention grant from HAI. Funds from that grant will be used in combination with the ARPA funds from the Police department to cover the cost of the fence.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reported on the federal budget process stating that we are currently waiting for Congress to pass a continuing resolution. There is a slight chance that we could see a federal government shutdown, but everything we are hearing from our industry groups indicates that the Congress will pass a short term, stop gap continuing resolution. However, as always MHRA budgets conservatively, keeping reserves at a good level so that we could operate even if we went into shutdown. The Executive Director also shared a five year budget forecast, assuming only 1% income increases and 3% expense increases. This forecast shows that while our budget goes negative in year 2026, we have enough reserves to fill that gap, creating a balanced budget. To the extent that income increase beyond



1% each year, or expense start to come down, our annual budget over the next five years should be financially sound.

The Chair introduced Item 13; Other Business. There was no other business before the commissioners.

The Chair introduced Item 14; Adjournment. There being no further business, Vice-chair Duffley motioned to adjourn. Commissioner Hickman seconded the motion. All were in favor.

Respectfully submitted,  
Catherine Naczas, Executive Director

**Preliminary DRAFT**

**Income & Expense  
Public Housing  
September 2024**

Program	Account Description	2024		August 2024		August 2024		2023		August 2023		August 2023		YTD Difference
		Annual Budget	5,917,476	Y-T-D Budget	Y-T-D Actual	YTD Variance	Annual Budget	Y-T-D Budget	Y-T-D Actual	Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Difference	
<b>Total AMPS</b>	Dwelling Rent	5,917,476	5,917,476	6,103,746	186,270	5,662,500	5,662,500	5,819,347	5,662,500	5,662,500	5,819,347	156,847	156,847	
	Subsidy	5,379,074	5,379,074	5,336,559	(42,515)	4,413,498	4,413,498	4,896,544	4,413,498	4,413,498	4,896,544	483,046	483,046	
	All Other Income	910,471	910,471	1,067,706	157,235	934,347	934,347	927,542	934,347	934,347	927,542	(6,805)	(6,805)	
	<b>Total Income</b>	<b>12,207,020</b>	<b>12,207,020</b>	<b>12,508,010</b>	<b>300,990</b>	<b>11,010,345</b>	<b>11,010,345</b>	<b>11,643,433</b>	<b>11,010,345</b>	<b>11,010,345</b>	<b>11,643,433</b>	<b>633,088</b>	<b>633,088</b>	
	Admin & Maint & Benefits	4,703,860	4,703,860	4,620,946	(82,914)	4,229,949	4,229,949	4,261,822	4,229,949	4,229,949	4,261,822	31,873	31,873	
	Tenant Services	182,350	182,350	141,381	(40,969)	164,600	164,600	145,101	164,600	164,600	145,101	(19,499)	(19,499)	
	Utilities	2,110,200	2,110,200	2,125,248	15,048	2,026,300	2,026,300	2,012,351	2,026,300	2,026,300	2,012,351	(13,949)	(13,949)	
	Maintenance	1,982,812	1,982,812	1,942,495	(40,317)	1,788,824	1,788,824	1,710,491	1,788,824	1,788,824	1,710,491	(78,333)	(78,333)	
	All Other Expenses	2,669,028	2,669,028	2,799,097	130,069	2,541,100	2,541,100	2,565,986	2,541,100	2,541,100	2,565,986	24,886	24,886	
	Extraordinary Maint.	18,000	18,000	5,028	(12,972)	75,000	75,000	76,815	75,000	75,000	76,815	1,815	1,815	
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>11,666,250</b>	<b>11,634,194</b>	<b>(32,055)</b>	<b>10,825,773</b>	<b>10,825,773</b>	<b>10,772,566</b>	<b>10,825,773</b>	<b>10,825,773</b>	<b>10,772,566</b>	<b>(53,207)</b>	<b>(53,207)</b>	
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>540,771</b>	<b>873,816</b>	<b>333,045</b>	<b>184,572</b>	<b>184,572</b>	<b>870,867</b>	<b>184,572</b>	<b>184,572</b>	<b>870,867</b>	<b>686,295</b>	<b>686,295</b>	

\* Salaries & Benefits are under budget due a couple positions being vacant  
And also the fact that the Health insurance increased is as of 01/01/2023

**Preliminary DRAFT**

**MHRA - Financial Reporting**

**Income & Expense Report  
S-8 Administrative Income & Expense  
Sep-24**

<u>Account Description</u>	2024		Sep-24		Sep-24		2023		Sep-23		Sep-23	
	<u>Annual</u>	<u>Budget</u>	<u>Y-T-D</u>	<u>Actual</u>	<u>Y-T-D</u>	<u>Actual</u>	<u>Annual</u>	<u>Budget</u>	<u>Y-T-D</u>	<u>Budget</u>	<u>Y-T-D</u>	<u>Actual</u>
Fees Earned	2,250,000	2,250,000	2,296,251	2,296,251	46,251		2,050,000	2,050,000	2,467,929	2,467,929	417,929	
Other Income	15,261	15,261	138,170	138,170	122,909		15,261	15,261	31,913	31,913	16,652	
<b>Total Income</b>	<b>2,265,261</b>	<b>2,265,261</b>	<b>2,434,421</b>	<b>2,434,421</b>	<b>169,160</b>		<b>2,065,261</b>	<b>2,065,261</b>	<b>2,499,842</b>	<b>2,499,842</b>	<b>434,581</b>	
Salaries & Benefits	1,330,673	1,330,673	1,307,095	1,307,095	(23,578)		1,170,038	1,170,038	1,167,611	1,167,611	(2,427)	
All Other Expenses	709,943	709,943	779,854	779,854	69,911		660,222	660,222	479,558	479,558	(180,664)	
Fees Paid to other housing	57,212	57,212	79,482	79,482	22,270		57,212	57,212	61,129	61,129	3,917	
COVID-19 Expenses	0	0	0	0	-		0	0	0	0	0	
<b>Total Expenses</b>	<b>2,097,828</b>	<b>2,097,828</b>	<b>2,166,431</b>	<b>2,166,431</b>	<b>68,603</b>		<b>1,887,472</b>	<b>1,887,472</b>	<b>1,708,298</b>	<b>1,708,298</b>	<b>(179,174)</b>	
<b>Net Income/(Loss)</b>	<b>167,433</b>	<b>167,433</b>	<b>267,990</b>	<b>267,990</b>	<b>100,557</b>		<b>177,789</b>	<b>177,789</b>	<b>791,544</b>	<b>791,544</b>	<b>613,755</b>	

\* The Fees earned is estimated at the time of budget preparation and is based on vouchers administered. This amount could differ monthly depending on how many vouchers are leased.

## Monthly Property Occupancy Report

<u>Public Housing Property</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Kelley Falls	132	130	2	98.48%
Gallen Apartments	95	94	1	98.95%
O'Malley Apartments	100	100	0	100.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	98	2	98.00%
Burns Apartments	121	121	0	100.00%
Elmwood Gardens	200	197	3	98.50%
Scattered Sites	321	314	7	97.82%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1153</b>	<b>16</b>	<b>98.63%</b>
<b><u>Assisted Market Rate Property</u></b>				
Tarrytown Road Apts	102	100	2	98.04%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%

**TOTAL ASSISTED MKT RATE UNITS**

**107** | **105** | **2** | **98.13%**

**Tax Credit Properties**

**Total No.**

**Units**

**Occupied**

**Vacant**

**% Occupied**

Marygale Apartments	37	37	0	100.00%
Browns School Apts	34	33	1	97.06%
Laurette Sweeney Apts	61	61	0	100.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	47	1	97.92%

**TOTAL TAX CREDIT UNITS**

**200**

**198**

**2**

**99.00%**

**Total Number of People Served**

**2,468**

**Total Number of Veterans Housed**

**67**



**HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM**

**Aug-24**

SECURITY DEPOSIT CLAIMS	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	0	\$ 216,722.94	232
From Roll Over Funding	\$ -	\$ 216,722.94	
From New Funding (300K)	\$ 10,082.00	\$ 226,804.94	
LANDLORD INCENTIVE FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	0	\$ 159,000.00	250
From Roll Over Funding	\$ -	\$ 159,000.00	
From New Funding (300K)	\$ 8,500.00	\$ 167,500.00	
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
\$ -	0	\$ 2,048.20	55
From Roll Over Funding	\$ -	\$ 2,048.20	
From New Funding (300K)	\$ 30.00	\$ 2,078.20	
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
\$ -	0	\$ 72,216.86	61
From Roll Over Funding	\$ -	\$ 72,216.86	
From New Funding (300K)	\$ -	\$ 72,216.86	
CIP #811222 Funds Paid out YTD		\$ 449,988.00	
CIP# 811222 Roll Over Funding Paid Out YTD		\$ 7,439.55	
CIP# 811222 Admin Fees YTD		\$ 50,012.00	
CIP#811222 Total Project Expenditure YTD		\$ 500,000.00	
CIP#811222 Roll Over Funding Available		\$ 15,803.11	
CIP#611224 New Funding Paid Out (300K)		\$ 220,359.58	
CIP# 611224 Admin Fees YTD		\$ 10,000.00	
CIP#611224 Total Project Expenditure YTD		\$ 230,359.58	
Total of Funding Paid w/o Roll Over YTD		\$ 730,359.58	
Total Funding Paid with Roll Over YTD		\$ 727,799.13	
Total Funding Available (Including Available Roll Over)		\$ 85,443.53	