



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, August 20, 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:**
- 4. Approval of Minutes:** Minutes of the Meeting of June 18, 2024
- 5. Financial Report**
 - a. AMP Operations YTD reporting
 - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
 - a. Kiosk and Gallen Bldg modernizations
 - b. Burns Bldg – electrical Upgrades
 - c. Elmwood Gardens – crawl space waste pipe upgrades
 - d. Capital Fund 2024 planned expenditures
- 7. Public Housing Operations**
 - a. Tax Credit Properties Occupancy report
 - b. Public Housing Occupancy update
 - c. Inspection Services update
 - d. Maintenance 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. Chestnut Street
b. Kelley Falls Fence Project
c. Kelley Falls Exterior Project

- 12. Executive Director's Report**
a. W. Baker Street loan agreement
b. Annual budget process

13. Other Business

14. Adjourn



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 83 Trahan Street, in the City of Manchester, New Hampshire on Tuesday, June 18, 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
Andrew Papanicolau	Commissioner
Mike Lopez	Commissioner
Catherine Naczas	Executive Director

ABSENT

Thomas Hickman	Commissioner
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STAFF PRESENT

Mike DiSabato	Housing Operations Director
Gianni D’Intino	Contracting and Modernization Director
Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Real Estate Development and Special Projects Director
Shannon Wright	Human Resources & Administrative Services Director
Regine Pelletier-Tracy	Finance Director
Kris Hall	Resident Services Director
Marie Papineau	Senior Asset Manager
Susan Repoza	Leased Housing Manager

The Chair declared a quorum present.

The Chair introduced Item 2, Public Hearing for the 5-Year/ Annual Plan and the Capital Fund Action Plan; There were no members of the public to speak on either of the plans. There was a member of the public who addressed the Board about a personal, domestic issue.

The Chair introduced Item 3, Consent Agenda;

a. Approving and authorizing submission of the 5-year/Annual Plan to HUD - Marie Papineau and Catherine Brown provided summaries of the HOTMA changes. This is the most significant change to regulations we have seen in decades. HUD is also going to provide a new schedule for the roll out of these changes and when housing authorities must be compliant. HUD has stipulated that it is not their intention to cause unreasonable hardship in meeting the compliance deadlines. The Executive Director is confident that our Boston Regional staff will be helpful in the implementation of these changes and thanked the staff for all of their hard work in getting the 5-year/Annual Plan completed. The Chair entertained a motion to approve and authorize the submission of the 5-year/Annual Plan to HUD. Commissioner Papanicolau motioned to approve and authorize the submission to HUD. Commissioner Duffley seconded the motion, and;

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

b. Approving and authorizing submission of the Capital Fund 5-Year Action Plan;

Commissioner Lopez asked about the capital improvements that are planned and going on at Elmwood. The Director of Modernization itemized many items that are currently being done or planned at Elmwood, including playground equipment, garbage coral improvements, crawl space waste pipe improvements and roofs. Commissioner Lopez noted that many items are not necessarily see by residents or the public but are significant improvements nonetheless. Commissioner Papanicolau motioned to approve and authorize the submission of the Capital Fund 5-year Action plan to HUD. Commissioner Lopez seconded the motion, and;

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

c. Authorization to execute contract between MHRA and Manchester Police Department; Commissioner Lopez motioned to authorize the execution of the contract between MHRA and Manchester Police Department. Commissioner Papanicolau seconded the motion and;

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

The Chair introduced item 4; Minutes of May 21, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of May 21, 2024. Upon motion by Commissioner Papanicolau and seconded by Commissioner Lopez, it was voted to approve the minutes of May 21, 2024.

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director stated that for the month of May 2024, Public Housing ended the month at \$663,703, which is \$303,189 above plan and the Section-8 Administrative program ended the month at \$189,793 which is \$78,171 above plan.

She also noted that we had received the final version of the audited 2023 Financials and that she was waiting to hear back from the auditors if this is the final version she should forward to the commissioners or if the auditors were sending the audit to them directly?

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 and Gallen Bldg Modernizations

Entrance curtain-wall framing and lobby window frames installed. Two side tower glass frames will follow along with the glass installation. Exterior concrete patio work and interior mechanical work on-going. Wall insulation and drywall to follow.

Burns Bldg – Electrical Upgrades

The two major electrical distribution panels servicing the resident electrical panels have successfully been upgraded. Currently working on replacement of the fire pump controller and automatic transfer switch in preparation for the new generator to be installed. Our first utility shutdown (power off entire building except elevators and door access control) to perform an essential cut-over will take place in the coming weeks.

Kelley Falls: 3 Bldgs. Roof Upgrade

Three bids were received for this project. The low bid was received from Triumph Roofing, the same roofing contractor who successfully completed the Kalivas and Gallen Bldg roof upgrades for MHRA. The quotation is within budget and work is scheduled for this fall.

The Chair introduced Item 7., Public Housing Operations and turned the floor over to the Housing Operations Director. The director started off with the occupancy report stating Public Housing's overall occupancy is at 98.63% with 5 of the 8 Amps reporting at or above 99% occupied. The Assisted Market Rate units are at 95.33%, and this is due to the 5 vacant units at Tarrytown Rd. Those vacancies are due to deaths or residents moving to nursing homes. Since several of these units had long standing tenants, the unit turn over requires redoing the flooring and this adds time to the turn around. The Tax Credit units are back up to 98.50% with 3 of the 5 sites reporting at 100%. The Director went on to say that the maintenance teams have been doing a good job turning the units and when not in a unit they are out taking care of the grounds. Since the annual plan was voted on and approved by the board, the department is dealing with the difficulty involved with the revising policies for the new plan because of HUD mandated changes with HOTMA. Marie Papineau then spoke on the difficulties with the HUD changes that need to be made to the ACOP, but HUD keeps changing the implementation dates as their software is still "in development" stages and has not even been tested by housing software vendors.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. As of June 1, 2024, there were 2,031 families under lease. This includes 161 veteran families.

There were 17 families that left the program as of the end of May.

25 families have vouchers looking for units to rent.

As of the end of May the total amount spent to date was \$636,994 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:

194 security deposits

208 landlord incentive fees

49 application fees

59 HQS Unit Repair Fees

During the week of April 8, 2024 HUD conducted a review of our Single Room Occupancy (SRO) program with Robinson House. On May 24, 2024 we received the monitoring report that there were no findings.

The Chair introduced Item 9; Policy, Compliance and Human Resources and turned the floor over to the Director of Policy, Compliance and Human Resources. The Director thanked the Commissioners for approving the 5-Year/Annual Plan and she will be submitting through the new HUD portal.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Director. The Director stated that we continue working with the State towards the opening of Congregate Housing Services Programs (CHSP) at the Gov. Hugh Gallen Apartments. We are looking to be up and running by the end of July beginning of August. Resident Services continues to work with our Pest Control provider to offer presentations. To date we have had five presentations covering Kalivas, O'Malley, Pariseau, Burns and Upland Heights. MHRA partnered with HOPE on May 30th to

offer a BBQ at Elmwood Gardens. The event went very well with residents coming out for hamburgers and hotdogs, music and games. We were also joined by many of the teachers and the principal from Bakersville Elementary School, and Alderman Bill Barry manned the grill. The Summer Meals Program through SNHS will be starting on Tuesday, June 18th and will run through August 30th. Elmwood Gardens will receive meals for breakfast and lunch and Kelley Falls will receive dinner meals. The program is open to all youth 18 years old and younger. The Book Mobile will be on the road again this summer with stops at Elmwood Gardens on July 11, 25 and August 8th from 1-2 p.m. Kelley Falls on July 18th and August 1st

The Chair introduced Item 11., Development Report and turned the floor over to the Managing Director of Real Estate Development and Special Projects for an update on the various projects.

At 157 Chestnut Street, the first unit was leased May 31 and the second unit was leased June 14. It is now fully occupied. The last item is replacing the front door (which has been on backorder) and touchups resulting from that. It is anticipated that this will happen next week. The final requisition should be submitted before the end of the month for completion of this project.

The Kelley Falls fencing should be installed in July.

We met with the architect on site for the Kelley Falls exterior renovation pilot project. We walked through and around Building 11, including the third floor. We have received revised drawings and are moving forward.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reported on the Veterans Homeless Summit she attended. Many things were learned during the day. She noted that she discussed with several people the discharge planning for active military who are transitioning to civilian life and this may be an area of improvement and prevention of homelessness occurring after discharge. The summit organizers will be circulating information and next steps. The Executive Director also reported that her meetings with Mayor Ruais went well. He is very supportive of the housing authority and is open to the Executive Director recommending Board appointments/re-appointments. Lastly, given vacation schedules there will be no July 2024 meeting of the Board of Commissioners.

The Chair introduced Item 13; Other Business. The Executive Director noted that she and Chairman Quinn had had a discussion regarding the increased police attention around the main office. The Chairman would like to send a thank you letter to Chief Aldenberg.

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

Respectfully submitted,
Catherine Naczas, Executive Director

**MHRA - Financial Reporting
Income & Expense Report
S-8 Administrative Income & Expense
Jul-24**

Account Description	2024		Jul-24		Jul-24		2023		Jul-23		Jul-23	
	Annual Budget	1,875,000	Y-T-D Actual	Y-T-D Difference	Annual Budget	Y-T-D Actual	Annual Budget	Y-T-D Actual	Annual Budget	Y-T-D Actual	Y-T-D Difference	
Fees Earned	2,250,000	1,876,585	1,585		2,050,000	1,708,333	1,896,290	187,957				
Other Income	15,261	106,713	93,996		15,261	12,718	7,545	(5,173)				
Total Income	2,265,261	1,983,298	95,581		2,065,261	1,721,051	1,903,835	182,784				
Salaries & Benefits	1,330,673	1,108,894	1,040,397	(68,497)	1,170,038	975,032	951,440	(23,592)				
All Other Expenses	709,943	591,619	605,941	14,322	660,222	550,185	514,869	(35,316)				
Fees Paid to other housing	57,212	47,677	65,877	18,200	57,212	47,677	52,622	4,945				
COVID-19 Expenses	0	0	0	-	0	0	0	0				
Total Expenses	2,097,828	1,748,190	1,712,215	(35,975)	1,887,472	1,572,893	1,518,931	(53,962)				
Net Income/(Loss)	167,433	139,528	271,083	131,556	177,789	148,158	384,904	236,747				

* 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.

**MHRA - Financial
Income & Expense
Public Housing
July 2024**

Program	Account Description	2024		July 2024		July 2024		2023		July 2023		YTD Difference
		Annual Budget	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	Annual Budget	Annual Budget	Y-T-D Budget	Y-T-D Actual	
Total AMPS	Dwelling Rent	5,917,476	4,931,230	5,083,809	152,580	5,662,500	4,718,750	4,885,152	5,662,500	4,718,750	4,885,152	166,402
	Subsidy	5,379,074	4,482,562	4,415,120	(67,442)	4,413,498	3,677,915	4,037,188	4,413,498	3,677,915	4,037,188	359,273
	All Other Income	910,471	758,726	880,208	121,482	934,347	778,623	783,756	934,347	778,623	783,756	5,134
	Total Income	12,207,020	10,172,517	10,379,137	206,620	11,010,345	9,175,288	9,706,096	11,010,345	9,175,288	9,706,096	530,809
	Admin & Maint & Benefits	4,703,860	3,919,884	3,718,045	(201,839)	4,229,949	3,524,958	3,377,571	4,229,949	3,524,958	3,377,571	(147,387)
	Tenant Services	182,350	151,958	74,003	(77,956)	164,600	137,167	104,478	164,600	137,167	104,478	(32,689)
	Utilities	2,110,200	1,758,500	1,819,845	61,345	2,026,300	1,688,583	1,735,216	2,026,300	1,688,583	1,735,216	46,633
	Maintenance	1,982,812	1,652,343	1,307,883	(344,460)	1,788,824	1,490,687	1,351,858	1,788,824	1,490,687	1,351,858	(138,829)
	All Other Expenses	2,669,028	2,224,190	2,247,156	22,966	2,541,100	2,117,583	1,981,677	2,541,100	2,117,583	1,981,677	(135,907)
	Extraordinary Maint.	18,000	15,000	4,299	(10,701)	75,000	62,500	28,187	75,000	62,500	28,187	(34,313)
	Total Expenses	11,666,250	9,721,875	9,171,230	(550,644)	10,825,773	9,021,478	8,578,987	10,825,773	9,021,478	8,578,987	(442,490)
	Net Income/(Loss)	540,771	450,642	1,207,907	757,265	184,572	153,810	1,127,109	184,572	153,810	1,127,109	973,299

* 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

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	131	1	99.24%
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	120	1	99.17%
Elmwood Gardens	200	198	2	99.00%
Scattered Sites	321	316	5	98.44%
<u>TOTAL PUBLIC HOUSING UNITS</u>	1169	1156	13	98.89%
<u>Assisted Market Rate Property</u>				
Tarrytown Road Apts	102	99	3	97.06%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%

TOTAL ASSISTED MKT RATE UNITS

107 | **104** | **3** | **97.20%**

Tax Credit Properties

Total No.

Units

Occupied

Vacant

% Occupied

Marygale Apartments	37	37	0	100.00%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	61	0	100.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	48	0	100.00%
<u>TOTAL TAX CREDIT UNITS</u>	200	200	0	100.00%

Total Number of People Served

2,442

Total Number of Veterans Housed

66

Jun-24 Month to Month Comparison TOTAL VOUCHERS UTILIZED 2027 4096

VOUCHERS ISSUED TO VETERANS	VOUCHERS EXPIRED FOR VETERANS	VOUCHERS LEASED TO VETERANS	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
16	2	10	13	122 Market Street # 2F	MANCHESTER, NH 03101
				122 Market Street # 2D	MANCHESTER, NH 03101
				163 S Beech Street # 101	MANCHESTER, NH 03103
				69 Eastern Ave # 202	MANCHESTER, NH 03104
5	2	2	162	100 W. Clarke Street # 2	MANCHESTER, NH 03104
				25 Brook Street # A04	MANCHESTER, NH 03104
				26 Notre Dame Ave # 2	MANCHESTER, NH 03102
				233 Tarrytown Road # 7	MANCHESTER, NH 03103
				251 Pine St # 204	MANCHESTER, NH 03103
				194 Spruce St. # 2	MANCHESTER, NH 03103

Jul-24 Month to Month Comparison TOTAL VOUCHERS UTILIZED 2026 4085

VOUCHERS ISSUED TO VETERANS	VOUCHERS EXPIRED FOR VETERANS	VOUCHERS LEASED TO VETERANS	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
18	0	14	13	435 Amory Street # 101	MANCHESTER, NH 03102
				600 Maple Street # 004	MANCHESTER, NH 03101
				11 Country Club Drive # 2	MANCHESTER, NH 03102
				495 Old Wellington Road # 212	MANCHESTER, NH 03104
1	0	4	165	155 Agnes Street # 207	MANCHESTER, NH 03102
				233 Agnes Street # 210	MANCHESTER, NH 03102
				193 Agnes Street # 206	MANCHESTER, NH 03102
				12 Country Club Drive # 34	MANCHESTER, NH 03102
				211 Tarrytown Road # 17	MANCHESTER, NH 03103
				225 Tarrytown Road # 13	MANCHESTER, NH 03103
				25 Laval Street # 20	MANCHESTER, NH 03102
				25 Laval Street # 22	MANCHESTER, NH, 03102
				137 Orange Street # 9	MANCHESTER, NH, 03104
				138 South Willow Street # 2	MANCHESTER, NH, 03103

As of August 1, 2024, there were 2026 families under lease. This includes 165 veteran families.

There were 13 families that left the program as of the end of July.

29 families have vouchers looking for units to rent.

As of the end of July, the total amount spent to date was \$710,548.00 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:

221 security deposits,

239 landlord incentive fees

54 application fees

61 HQS Unit Repair Fees.

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM

Jul-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	221
From Roll Over Funding	\$ -	\$ 216,722.94	
From New Funding (300K)	\$ 28,506.00	\$ 245,228.94	
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	239
From Roll Over Funding	\$ -	\$ 159,000.00	
From New Funding (300K)	\$ 18,000.00	\$ 177,000.00	
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	54
From Roll Over Funding	\$ -	\$ 2,048.20	
From New Funding (300K)	\$ 205.00	\$ 2,253.20	
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)	\$ 804.12	\$ 73,020.98	
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		\$ 12,862.61	
CIP#611224 New Funding Paid Out (300K)		\$ 201,797.58	
CIP# 611224 Admin Fees YTD		\$ 8,750.00	
CIP#611224 Total Project Expenditure YTD		\$ 210,547.58	
Total of Funding Paid w/o Roll Over YTD		\$ 710,547.58	
Total Funding Paid with Roll Over YTD		\$ 709,237.13	
Total Funding Available (Including Available Roll Over)		\$ 102,315.03	