

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, January 16, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:**
- 4. Approval of Minutes:** Minutes of the Meeting of December 19, 2023
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. Gallen Bldg – Partial Roof Surface Upgrade
- 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 Service**

- a. Congregate Housing Services Program Update
- b. Program Updates

**11. Development Report**

- a. Development Updates

**12. Executive Director's Report**

- a. MHRA Historical Timeline
- b. MHRA Board of Commissioners and nonprofit annual meetings - February 20, 2024

**13. Other Business**

**14. Adjourn**



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Executive Director



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HOUSING AND REDEVELOPMENT AUTHORITY

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*Commissioner*

**NOTICE OF ANNUAL 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 for the Annual Meeting at 12:00 p.m. on Tuesday, February 20, 2024, in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:** Resolution approving Employee Handbook changes to reflect required Pregnant Workers Fairness Act language
- 4. Approval of Minutes:** Minutes of the Meeting of December 19, 2023 (January 16, 2024 meeting cancelled due to weather)
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. Kalivas Bldg Door Lock & Laundry Equip Upgrades
  - c. Burns Bldg Heating System
  - d. Gallen Bldg – Partial Roof Surface Upgrade & AC Equipment
- 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 Service**
  - a. Congregate Housing Services Program Update
  - b. Other Program Updates
  
- 11. Development Report**
  - a. Development Updates
  
- 12. Executive Director's Report**
  - a. 2023 Annual Year in Review
  
- 13. Annual Meeting - Election of Officers**
  
- 14. Other Business**
  
- 15. Adjourn**





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

MEMO

TO: Board of Commissioners

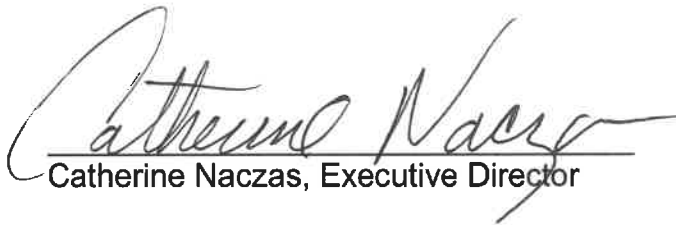
FROM: Catherine Naczas, Executive Director

SUBJECT: Employee Handbook Changes Regarding the Pregnant Workers  
Fairness Act (PWFA)

DATE: November 21, 2023

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I have reviewed the language pertaining to the Pregnant Workers Fairness Act (PWFA), a new federal law which was passed and must now be incorporated into our polices. I find the language meets the requirements of this law and respectfully request that the Board of Commissioners ratify this action.



Catherine Naczas, Executive Director

MEMO TO: Catherine Naczas, Executive Director

FROM: Shannon Wright, Director of HR and Administrative Services

SUBJECT: Employee Handbook Update

DATE: February 12, 2024

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The Employee Handbook, last updated March 2023, reflects State and/or Federal laws as it pertains to disability accommodation. On June 27, 2023, a new Federal law was enacted: Pregnant Workers Fairness Act (PWFA). The PWFA law requires “covered” employers (those with 15 or more employees) to “provide reasonable accommodations to workers who have limitations related to pregnancy, childbirth, or related medical conditions”.

Therefore, due to this new law, in order to remain compliant, MHRA must make certain changes to our existing policy in the Employee Handbook. Thus, MHRA’s Disability and Sick Bank sections in the Handbook have been revised.

The proposed revisions to our existing language are in **red**:

### **Disability and **Pregnancy** Accommodation**

MHRA does not discriminate against qualified individuals with disabilities, **or individuals with known limitations related to pregnancy, childbirth, or related medical conditions**, in regard to application procedures, hiring, advancement, discharge, compensation, training, and other terms, conditions, and privileges of employment. Additionally, MHRA reasonably accommodates qualified individuals with disabilities **and individuals with known limitations related to pregnancy, childbirth, or related medical conditions** as required by law, so long as those reasonable accommodations do not result in an undue hardship. MHRA complies with all state and federal laws concerning the employment of persons with disabilities **and individuals with known limitations related to pregnancy, childbirth, or related medical conditions**.

Requests for accommodations can be made to Human Resources either verbally or in writing.

Requests for reasonable accommodations will be processed as expeditiously as possible and within a reasonable period of time, and all requests and related documentation will be treated as confidential and maintained in the HR department.

### **Sick Time Bank**

Full-time employees and part-time employees who are scheduled to work at least 20 hours per week, who have been employed with MHRA for at least one year and have at least 10 days of accrued sick time, may join and fund the Sick Time Bank by agreeing to donate 1 day of accrued

sick time. Participating part-time employees are eligible to receive leave from the Bank on a pro-rated basis. Donated days will be deducted from the total amount of sick time accrued, but will not be included in the calculations required for Wellness Bonus eligibility.

To remain a member, an employee must donate an additional day when notified that the total number of days in the Bank is near depletion. The bank cannot exceed 120 donated days at a time. Other than upon hire, enrollment in the Bank is limited to the open enrollment period following notification that the Bank is near depletion. Employees who do not donate a day during the open enrollment period or upon hire will not be considered to be a member of the Sick Time Bank (even if the employee had been a member prior to the most recent open enrollment period).

A member is eligible to request extended benefits from the Sick Time Bank in the event the employee is unable to report to work due to their own incapacitating illness, **known limitation related to pregnancy, childbirth, or related medical condition**, or disability for at least 30 working days and has depleted all of their own accrued sick and vacation time. Upon presentation of satisfactory medical documentation of disability, **applicable known limitation**, or illness, a member may be granted up to 30 days of Bank time at his or her base rate of pay. Members with a continuing disability or **applicable known limitation** may request and be granted additional Bank time once more, for a lifetime maximum of 60 working days.

If you have questions about the Sick Bank, please contact Human Resources.

**RESOLUTION NO. \_\_\_\_\_**

**Resolution to Make Required Changes to the Employee Handbook Reflecting the Pregnant Workers Fairness Act**

**WHEREAS** on June 27, 2023 the Pregnant Workers Fairness Act (PWFA) has been enacted and;

**WHEREAS** the new law has been implemented and;

**WHEREAS** MHRA is a covered employer required to adhere to the PWFA;

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

1. That the employee handbook will include the following changes to its Disability Accommodation and Sick Bank sections to reflect the required language (in red) as follows:

**Disability and Pregnancy Accommodation**

MHRA does not discriminate against qualified individuals with disabilities, or individuals with known limitations related to pregnancy, childbirth, or related medical conditions, in regard to application procedures, hiring, advancement, discharge, compensation, training, and other terms, conditions, and privileges of employment. Additionally, MHRA reasonably accommodates qualified individuals with disabilities and individuals with known limitations related to pregnancy, childbirth, or related medical conditions as required by law, so long as those reasonable accommodations do not result in an undue hardship. MHRA complies with all state and federal laws concerning the employment of persons with disabilities and individuals with known limitations related to pregnancy, childbirth, or related medical conditions.

Requests for accommodations can be made to Human Resources either verbally or in writing.

Requests for reasonable accommodations will be processed as expeditiously as possible and within a reasonable period of time, and all requests and related documentation will be treated as confidential and maintained in the HR department.

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If you have questions about the Sick Bank, please contact Human Resources.

**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 in Regular Session at 83 Trahan Street, in the City of Manchester, New Hampshire on Tuesday, December 19, 2023.

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**

Regine Pelletier-Tracy	Finance Director
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
Kris Hall	Resident Services Director
Shannon Wright	HR, Policy & Compliance Manager

**ALSO PRESENT**

Attorney Garth Corriveau	Craig, Deachman & Associates
Bart Fromuth	Freedom Energy Logistics
Brian White	Freedom Energy Logistics

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. Ratifying the submission of the 2023 SEMAP Certification

Commissioner Papanicolau motioned to approve the consent agenda item, Commissioner Duffley seconded the motion, and Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Andrew Papanicolau  
Mike Lopez  
Stephen Duffley

NAYS

The Chair introduced item 4; Minutes of November 21, 2023. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of November 21, 2023. Upon motion by Commissioner Papanicolau, second by Commissioner Duffley it was voted to approve the minutes of November 21, 2023.

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

AYES

Mike Lopez  
David Quinn  
Andrew Papanicolau  
Stephen Duffley

NAYS

The Chair stipulated that all department reports had been received and filed so that we could proceed with a presentation by Bart Fromuth and Brian White of Freedom Energy Logistics. The Chair then asked the gentlemen from Freedom Energy Logistics to introduce themselves and proceed with their presentation. The Executive Director asked that they begin by explaining the recent legislation passed in New Hampshire that is the catalyst for our discussions regarding the net metering solar array farm being built in Chester, NH. Mr. Fromuth discussed HB 315 and HB 281 which allowed for public entities to participate in net metering agreements as the off-loader of energy. The utility company pays the Developer a standard rate for the power and the public entity participating as the off-loader from the solar farm is rebated a variable percentage of the standard rate on a quarterly basis. Mr. Fromuth also explained that Freedom Energy Logistics would also offer a 5 year Hydro net metering contract so that MHRA would see a rebate during the time we wait for the solar array farm to be built. He estimated that MHRA would realize approximately \$1.2 million over 20 years, depending on rates each year.

There was discussion regarding the 20-year term and what happens if MHRA does not off-load the committed amount of usage. Essentially, there are penalties to MHRA if a replacement off-loader cannot be found. The Chair asked if they had ever experienced difficulties in finding a replacement and Mr. Fromuth stated that to date they had not had any problems, but it was always a risk. Mr. Fromuth explained a little more about what net metering was. The Chair asked if there was any federal money in the deal and Mr. Fromuth did not know but could find out. Commissioner Papanicolau wanted to know more about the developer, Walden Renewables. Mr. Fromuth said he could also find out more information about Walden. Commissioner Lopez asked why there was a termination penalty. Mr. Fromuth stated that this was a protection for the developer who had to show investors that they had energy off-takers for the 20-year term and that these off-takers would not simply go find a better deal/rebate in a few years. Commissioner Lopez also asked how the current Eversource rate reduction

affects the deal. Mr. Fromuth stated that he did average modeling projections to come up with a rate estimate that our payments are based on over 20 years. The Chair asked if the hydro agreements go away after 5 years. Mr. Fromuth said yes, but there is always an opportunity to continue in these agreements as the hydro net metering program is well established in NH. It is Mr. Fromuth's opinion that the solar net metering program will happen and it will gain support in the coming years in NH.

With no further questions for Mr. Fromuth or Mr. White, they were excused, and the discussion turned to legal questions which MHRA's attorney answered. Attorney Corriveau handed out a memo regarding the vast amount of money that is in the pipeline for this type of project and that there may be other opportunities for MHRA to pursue. With regard to the agreement, he stated that his concern was whether MHRA could use the rebate money as unrestricted funding or did the money have to be used for the benefit of the tenants directly, and also how the project will be classified by the PUC. Commissioner Papanicolau stated that due diligence on the developer had to be done as he had many questions as to MHRA's risk. Commissioner Lopez asked why MHRA could not solar panels on our properties and not be involved with a developer. Attorney Corriveau said we could certainly do that. The Contracting and Modernization Director mentioned that we would need to evaluate each building, the roof, and solar positioning of properties, but this could certainly be done, just not easily.

The Commissioners and staff felt that there were a lot of moving parts in this deal and much more research needed to be done before we would commit to any developer. The Executive Director and Contracting & Modernization Director will follow up with Mr. Fromuth and Mr. White.

The Chair introduced Item 13., Other Business. There was no other business.

14. Upon motion by Commissioner Papanicolau and second by Commissioner Lopez, it was unanimously voted to adjourn.

Respectfully submitted,  
Catherine Naczas, Executive Director

**MHRA - Financial Reporting**  
**Income & Expense Report**  
**S-8 Administrative Income & Expense**  
**January 2024**

<u>Account Description</u>	2024		Jan-24		Jan-24		Y-T-D		2023		Jan-23		Jan-23		Y-T-D	
	<u>Annual Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Difference</u>	<u>Annual Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Difference</u>	<u>Annual Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Difference</u>	<u>Annual Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Difference</u>
Fees Earned	2,250,000	750,000	768,370	18,370	2,050,000	683,333	764,961	81,628								
Other Income	15,261	5,087	56,800	51,713	15,261	5,087	4,097	(990)								
<b>Total Income</b>	<b>2,265,261</b>	<b>755,087</b>	<b>825,171</b>	<b>70,084</b>	<b>2,065,261</b>	<b>688,420</b>	<b>769,058</b>	<b>80,638</b>								
Salaries & Benefits	1,330,673	443,558	409,598	(33,959)	1,170,038	390,013	372,707	(17,306)								
All Other Expenses	709,943	236,648	251,562	14,914	660,222	220,074	188,783	(31,291)								
Fees Paid to other housing	57,212	19,071	25,247	6,176	57,212	19,071	23,451	4,380								
COVID-19 Expenses	0	0	0	-	0	0	0									
<b>Total Expenses</b>	<b>2,097,828</b>	<b>699,276</b>	<b>686,407</b>	<b>(12,869)</b>	<b>1,887,472</b>	<b>629,157</b>	<b>584,941</b>	<b>(44,216)</b>								
<b>Net Income/(Loss)</b>	<b>167,433</b>	<b>55,811</b>	<b>138,763</b>	<b>82,952</b>	<b>177,789</b>	<b>59,263</b>	<b>184,117</b>	<b>124,854</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.

**MHRA - Financial  
Income & Expense  
Public Housing  
December 2023**

Program	Account Description	2024	Dec 2023	Dec 2023	YTD	2023	Dec 2022	Dec 2022	YTD
		Annual Budget	Y-T-D Budget	Y-T-D Actual			Variance	Annual Budget	
<b>Total AMPS</b>									
	Dwelling Rent	5,917,476	1,479,369	1,502,893	23,524	5,662,500	1,415,625	1,426,909	11,284
	Subsidy	5,379,074	1,344,768	1,253,835	(90,933)	4,413,498	1,103,375	1,144,275	40,901
	All Other Income	910,471	227,618	241,119	13,501	934,347	233,587	242,010	8,423
	<b>Total Income</b>	<b>12,207,020</b>	<b>3,051,755</b>	<b>2,997,847</b>	<b>(53,908)</b>	<b>11,010,345</b>	<b>2,752,586</b>	<b>2,813,194</b>	<b>60,608</b>
	Admin & Maint & Benefits	4,703,860	1,175,965	1,014,053	(161,912)	4,229,949	1,057,487	1,020,867	(36,620)
	Tenant Services	182,350	45,588	2,901	(42,686)	164,600	41,150	1,023	(40,127)
	Utilities	2,110,200	527,550	470,971	(56,579)	2,026,300	506,575	462,833	(43,742)
	Maintenance	1,982,812	495,703	302,960	(192,743)	1,788,824	447,206	404,518	(42,688)
	All Other Expenses	2,669,028	667,257	653,127	(14,130)	2,541,100	635,275	569,608	(65,667)
	Extraordinary Maint.	18,000	4,500	-	(4,500)	75,000	18,750	-	(18,750)
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>2,916,562</b>	<b>2,444,012</b>	<b>(472,551)</b>	<b>10,825,773</b>	<b>2,706,443</b>	<b>2,458,849</b>	<b>(247,594)</b>
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>135,193</b>	<b>553,835</b>	<b>418,643</b>	<b>184,572</b>	<b>46,143</b>	<b>354,345</b>	<b>308,202</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

# Monthly Property Occupancy Report

<u>Public Housing Property</u>	<u>Total No.</u>		<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
	<u>Units</u>	<u>Units</u>			
Kelley Falls	132	129	3	97.73%	
Gallen Apartments	95	93	2	97.89%	
O'Malley Apartments	100	98	2	98.00%	
Kalivas Apartments	100	97	3	97.00%	
Pariseau Apartments	100	99	1	99.00%	
Burns Apartments	121	118	3	97.52%	
Elmwood Gardens	200	199	1	99.50%	
Scattered Sites	321	319	2	99.38%	
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1152</b>	<b>17</b>	<b>98.55%</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%	
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>104</b>	<b>102</b>	<b>2</b>	<b>98.08%</b>	

	<b><u>Total No.</u></b>	<b><u>Occupied</u></b>	<b><u>Vacant</u></b>	<b><u>% Occupied</u></b>
<b><u>Tax Credit Properties</u></b>				
Marygale Apartments	37	36	1	97.30%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	60	1	98.36%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	24	24	50.00%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>174</b>	<b>26</b>	<b>87.00%</b>

**Total Number of People Served** 2,387

**Total Number of Veterans Housed** 55



Dec-23  
 Month to Month Comparison

VOUCHERS ISSUED 16  
 VOUCHERS EXPIRED 0  
 VOUCHERS LEASED 7

VOUCHERS ISSUED TO VETERANS 1  
 VOUCHERS EXPIRED FOR VETERANS 0  
 VOUCHERS LEASED TO VETERANS 1

Jan-24  
 Month to Month Comparison

VOUCHERS ISSUED 22  
 VOUCHERS EXPIRED 1  
 VOUCHERS LEASED 6

VOUCHERS ISSUED TO VETERANS 4  
 VOUCHERS EXPIRED FOR VETERANS 0  
 VOUCHERS LEASED TO VETERANS 1

TOTAL VOUCHERS UTILIZED 2047  
 TOTAL HCV HOUSEHOLD MEMBERS 4129

END OF PARTICIPATION 13

TOTAL NUMBER OF VETERANS HOUSED 163

TOTAL VOUCHERS UTILIZED 2039  
 TOTAL HCV HOUSEHOLD MEMBERS 4152

END OF PARTICIPATION 13

TOTAL NUMBER OF VETERANS HOUSED 162

ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP

163 S. Beech Street	MANCHESTER, NH 03103
106 Market Street # 201	MANCHESTER, NH 03103
207 Agnes Street # 103	MANCHESTER, NH 03103
348 Myrtle Street # 3	MANCHESTER, NH 03104
49 Manchester Street # 7	MANCHESTER, NH 03101
49 Manchester Street # 8	MANCHESTER, NH 03101
307 Manchester Street # 5	MANCHESTER, NH 03103

ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP

122 Market Street # 3F	MANCHESTER, NH 03103
194 Spruce Street # 3	MANCHESTER, NH 03103
106 Market Street # 302	MANCHESTER, NH 03103
163 S Beech Street # 106	MANCHESTER, NH 03103
790 South Porter Street # 320	MANCHESTER, NH 03103
27 N. Eastgate Way	MANCHESTER, NH 03109

**HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM**

**Jan-24**

SECURITY DEPOSIT CLAIMS	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ 165.49	7	\$ 216,722.94	96	160
From Roll Over Funding	\$ -	\$ 216,722.94		
From New Funding (300K)	\$ 13,799.51	\$ 230,522.45		
LANDLORD INCENTIVE FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ 1,000.00	6	\$ 159,000.00	105	173
From Roll Over Funding	\$ -	\$ 159,000.00		
From New Funding (300K)	\$ 6,000.00	\$ 165,000.00		
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED APPLICATION FEES (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
\$ -	0	\$ 2,048.20	32	43
From Roll Over Funding	\$ -	\$ 2,048.20		
From New Funding (300K)	\$ 125.00	\$ 2,173.20		
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED HQS REPAIR FUNDS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
\$ -	1	\$ 72,216.86	22	48
From Roll Over Funding	\$ -	\$ 72,216.86		
From New Funding (300K)	\$ 3,000.00	\$ 75,216.86		
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		\$ 3,430.34		
CIP#811224 New Funding Paid Out (300K)		\$ 22,924.51	Not including Admin Fee	
CIP# 611224 Admin Fees YTD		\$ 1,250.00		
Total of Funding Paid w/o Roll Over YTD		\$ 522,924.51		
Total Funding Paid with Roll Over YTD		\$ 530,364.06		
Total Funding Available (Including Available Roll Over)		\$ 262,478.26		



Joe "the Giant" Nelson

Millyard mural by Dave Hady depicting Mr. Nelson, MHRA Director of the Millyard Project, 1968 - 1979

# MHRA

## 2023

# YEAR IN REVIEW

**Manchester Housing and Redevelopment Authority**

**2023 Year in Review**

**Presented to Board of Commissioners**

2023 has been a reflective year - looking at where we came from over the last five years and where we now want to head with this incredible organization. Many multi-year, transformative projects and organizational goals are nearing completion or reaching a successful plateau. As we look towards 2024, we will strive to continue to serve our community by maintaining the successful organization we have become. However, this is no time to rest on our laurels! This is a time to move forward on the many opportunities presented in 2024. The following report summarizes some of our major accomplishments in 2023.

**Finance Department**

The Finance department had another solid year with no audit findings for the fifth year in a row! Their part of the Public Housing Assessment Program also contributed to our high performer status being maintained once again. Not that there is anything wrong with being a standard performer, but it is an honor to receive high performer status.

The Finance department also embarked on a new accounts receivable program, hiring a new staff person to assist property management staff with tenant payments, repayment agreements and collections.

The Finance department also took the lead in the software conversion from MRI/Tenmast to PHA-Web. The conversion has been challenging at times as expected. Working through the issues with the conversion will continue in the first quarter of 2024.

MHRA finished strong financially as well. (These numbers are unaudited.)

<b>Public Housing (8 AMPS)</b>	<b>YE Actual</b>
<b>Total Revenue</b>	\$11,643,433.41
<b>Total Expense</b>	\$10,772,565.55
<b>Net Income</b>	<b>\$ 870,867.86</b>

**Section-8 HCV Administration**

**YE Actual**

**Total Revenue**

\$2,499,842.00

**Total Expense**

\$1,708,299.00

**Net Income**

\$791,543.00

In both programs, utilization was up. This generated more income than was expected.

**Public Housing & LIHTC Operations Department**

The past fiscal year brought many accomplishments, especially with the teamwork and cohesiveness of all staff working together so that MHRA can provide decent and safe living conditions to our residents. Maintenance staff worked hand in hand with the office staff to address issues effectively. Communication has been key so that all staff have a stake in operations. For this reason, MHRA's public housing program once again was designated as a high performer!



The occupancy rate month to month was consistently over 98%, with 3 months over 99%. All staff have realized the financial gain to the Authority when we are able to turn units quickly and re-rent them. When not turning units, staff have been assigned to preventative maintenance projects such as updating the common areas of our high-rises.

We continue to train staff and assist them in accomplishing their jobs. All property managers were certified in Public Housing Management and all office staff have attended Rent Calculation training along with Fair Housing training. The Senior Mech Tech's attended NSPIRE training, which is the new inspections protocol from HUD.

Inventory and procurement have been vastly improved with a secured inventory cage area and better processes for the removal of items from this area so that they are recorded and dispersed to the appropriate work orders. The end result is that we are saving money and had minimal corrections with the end of year inventory count.

Once again, we applied for the HUD Safety and Security grant and were awarded \$250,000 to continue our security upgrades with cameras, lighting, and locks. This year the grant was for AMP 5 Kalivas and O'Malley high-rises. This will complete the security upgrades for all our high-rises.

Regarding facilities maintenance, we replaced all deteriorated cement steps to the entrances of buildings/units where needed. Horizontal waste piping at the Burns and Gallen buildings have been replaced. The Elmwood management office was remodeled and updated along with the roof and HVAC system. The Maintenance shop at Elmwood had a ventilation system installed so that fumes would no longer permeate up to the offices above. Fencing and trash corrals were replaced where needed. Our fleet leasing is back on track. Fleet leasing had fallen behind due to Covid and supply issues. We continue to sell our surplus equipment, inventory, and vehicles at the state auctions which brought in over \$17,000.

FYE STATS 9/30/23

Total Applicants on Public Housing Waitlist	4,133
Total Move-Ins for The Year	109
Total Move-outs for The Year	107
Year End Occupancy Rate	98.80%

**Real Estate Development and Special Projects**

With four real estate projects in some phase of development, 2023 was a very busy year! The Mary Gale Apartments rehabilitation program was completed in April 2023, and Upland Heights construction, our new 48-unit complex on the Kelley Falls campus, was in full swing. Weekly construction meetings, problem solving, and gearing up for leasing the units occupied most of our time. Near the end of the third quarter of 2023, two additional development projects started as well. 157 Chestnut Street, which was originally MHRA office space, will become two new very needed low-income housing units. The project finished design, went out to bid, and a contractor was selected in October. Simultaneously, the Kelley Falls Existing Building Renovation project funding was finalized with design and construction methods now being determined. This is the most development activity MHRA has undertaken in a decade!



**Human Resources Department**

The HR department has certainly evolved this past year, tackling major projects vital to MHRA and its ability to move forward as a high functioning organization. One of those major projects

included the complete revamping of the Employee Handbook. This handbook is a fundamental document for employees and the organization, and it had not been revised in over 13 years. The final product addresses the current work culture and truly serves both the employee and the overall agency. Additionally, the department strengthened benefits, benefit plans and employees' understanding of those benefits. Similar to most agencies across the country, Covid made it difficult to hire new staff over the last several years. This had a cumulative effect and the HR department successfully hired 20 new staff, with improved best practices recruiting and onboarding. The future looks bright for the HR department as it moves forward with systematizing training for all programmatic staff.

In addition to human resources, this department also supports kiosk, program hearings, reasonable accommodation requests and the annual plan. These services comprise our customer service functions, and we continually look for ways to improve our service to the community. 2024 will see the added benefit of a new lobby with a secure state-of-the-art kiosk space that should enhance our service.

### **Supportive Services Department**

Resident Services are significant services provided to MHRA residents. While various activities are important, it is the day-to-day resident interaction that sometimes is not seen. Without these services, residents might be pre-maturely institutionalized, or not be able to work on issues allowing them to meet the requirements of their lease. This past year the department received 463 referrals to assist residents with lease & housing issues or financial issues. The department staff also assisted youth with academics via the homework club and the Family Self Sufficiency program added six new participants and graduated another family in 2023.



Another successful holiday toy drive was held with staff assisting families with their "shopping," providing 445 children with what was hopefully a happy holiday! The staff also participated in distributing new backpacks for the school year. Resident appreciation events were also held at the high rises and Tarrytown Road.

### **Contracting and Modernization Department**

2023 was a year for big modernization goals and big projects! For many years the main office entry has been in need of modernization, improving access for all community members, as well as providing staff with better security. This past year, after many meetings, staff input, and conversations with architects and engineers, the department was finally able to assemble the bid documents and award a contract for the MHRA Secure Entry & Gallen Building Modernization project. This is a massive undertaking which should be completed in June 2024.

Other significant projects included roofs, site management offices modernization, waste piping and water booster station upgrades. The department also oversaw improvements to the Bishop O'Neil Center's heating system and roof via a county American Rescue Plan Act (ARPA) grant.

**Section 8 Leased Housing Department**

The Leased Housing department made great impacts on the community this year. They maintained a high utilization rate of vouchers, assisting over 2,000 households that otherwise would not have been able to afford housing. The department also administered the Applicant/Landlord Participation program, assisting 152 households in dealing with barriers to leasing rental units and attracting new landlords to participate in the Section 8 program. This program was funded with American Rescue Plan Act (ARPA) funding, and fortunately will be able to continue as another \$300,000 grant was received for 2024.

For the first time since Covid, the Section Eight Management Assessment Program (SEMAP) was conducted by HUD in 2023. This assessment evaluates how well the department is operating the Section 8 programs. We are proud of this staff, as they have received a score of 99 out of 100 for their SEMAP score! Doesn't get much better than that!

The department is gearing up to meet the federal overhaul of Section 8 program regulations with the completion of a variety of trainings. New regulations will be implemented under the Housing Opportunity Through Modernization Act (HOTMA). HOTMA introduces the most significant and comprehensive set of changes to HUD's occupancy requirements in the last 10 years. These sections make changes to the United States Housing Act of 1937, particularly those affecting income calculation, reviews, and program eligibility. All staff will be preparing by completing training, updating forms, and updating current policies and procedures to align with the new HOTMA requirements. 2024 will be a big year for the Leased Housing Department.

**Executive Director**

2023 was the start of MHRA's walk down memory lane with historical researchers sifting through the treasures stored in the main office's attic. Being privileged to serve as MHRA's seventh executive director, and having personal knowledge of the extensive historical impact MHRA has had on the city of Manchester, I thought it was time to document the history of our organization, starting with the 1937 Housing Act to the present day. The researchers have found



Ashley Holm, Manchester Historic Association and Aurora Levesque, Historical Intern



some amazing artifacts and will develop a historical timeline exhibit which will be available to the public in March/April of 2024 at the Millyard Museum. The exhibit will later be housed permanently in the new MHRA lobby area. There are very few areas in the city that have not been impacted by either MHRA's housing development or urban renewal projects. I look forward to sharing MHRA's vast history with the Manchester community!

Serving the community has always been most important for MHRA. To this end, we assisted the Manchester Boys & Girls Club and Amoskeag Health in finding a new home on the west side of Manchester this year. Both organizations were looking to co-locate as the Mark Stebbins Community Center (MSCC) but having difficulty finding the right property and neighborhood for the development. After many conversations, MHRA was able to obtain HUD approval to lease approximately 2 acres of land on the Kelley Falls campus to MSCC for development of a new center that will house the Boys & Girls Club and Amoskeag Health. The youth and family services that this center will bring, not only to the Kelley Falls community, but to the west side is so important and MHRA looks forward to working with MSCC over the next several years on this significant community project!

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, March 19, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:**
- 4. Approval of Minutes:** Minutes of the Meeting of February 20, 2024
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. Gallen Bldg – Partial Roof Surface Upgrade
- 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 Service**
  - a. Congregate Housing Services Program Update
  - b. Program Updates
  
- 11. Development Report**
  - a. Development Updates
  
- 12. Executive Director's Report**
  - a. Federal Budget
  
- 13. Other Business**
  
- 14. Adjourn**



**MINUTES OF THE ANNUAL MEETING**  
**OF THE COMMISSIONERS OF THE**  
**MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**

The Commissioners of the Manchester Housing and Redevelopment Authority met for the Annual Meeting at 83 Trahan Street, in the City of Manchester, New Hampshire on Tuesday, February 20, 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
Thomas Hickman	Commissioner
Catherine Naczas	Executive Director

STAFF PRESENT

Regine Pelletier-Tracy	Finance Director
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
Kris Hall	Resident Services Director
Shannon Wright	HR, Policy & Compliance Manager
Marie Papineau	Senior Asset Manager

ALSO PRESENT

Doris Vaillancort	O'Malley Highrise Resident
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The Chair declared a quorum present.

The Chair introduced Item 2, Public Participation; Doris Vaillancort asked about security staff and when were they were scheduled to be in the building. She appreciated the new locks but thought it would be helpful if there were security guards around at night. She also mentioned the unauthorized smoking happening in the building. Chairman Quinn said we would take her comments under advisement and have the appropriate staff look into her questions.

The Chair introduced Item 3, Consent Agenda;

- a. Resolution approving handbook changes to reflect required Pregnant Workers Fairness Act language.

Commissioner Papanicolau motioned to approve the consent agenda item, Commissioner Duffley seconded the motion, and Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn  
Andrew Papanicolau  
Mike Lopez  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced item 4; Minutes of December 19, 2023 (There was no January 2024 meeting due to weather). The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of December 19, 2023. Upon motion by Commissioner Papanicolau, seconded by Commissioner Duffley it was voted to approve the minutes of December 19, 2023.

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

AYES

Mike Lopez  
David Quinn  
Andrew Papanicolau  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced Item 5; Financial Report and turned the floor over to the Finance Director. The Finance Director stated that for the month of January 2024, Public Housing ended the month at \$763,049, which is \$582,793 above plan and the Section-8 Administrative program ended the month at \$131,058 which is \$75,247 above plan.

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 Modernization

Community area ceiling grid, FRP wall panels and painting in-process. New resident mailboxes have been installed and well received by the residents. A new resident call box/intercom/door release system is scheduled for installation shortly and will operate via a telephone call.

### Kalivas Bldg Door Lock & Laundry Equip Upgrades

All door locks throughout the Kalivas Building have been upgraded. Resident doors also received latch guards for additional security. New card-operation laundry appliances have been ordered; delivery expected mid-March.

### Burns Bldg Heating System

Exigent replacement of the Burns boilers is underway. The building hydronic pumps have already been replaced with new boilers arriving early March. The existing HTP ModCon boilers do not respond well when the gas company adds propane to the distribution system. Commissioner Papanicolau asked the cost of the new boilers. The Director of Contracting responded \$150,000.

### Gallen Bldg – partial Roof Surface Upgrade & AC Equipment

Upgrade of a deteriorated section of the Gallen Bldg roof surface that also houses the new Community Area air-conditioning equipment has been completed. New AC unit to be installed this spring. Commissioner Lopez inquired on status of the new building signage for MHRA entrance and expected completion date of the project. The Director of Contracting stated back-lit lettering will be located above the sliding door and project completion estimated for end of June.

The Chair then 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 is at 98.55%. We had 11 move outs in public housing and 8 of them were attributed to death, or going to a nursing home. Of the 8 AMPs 4 are just under 98%, and the other 4 are above 98%, 3 of them over 99%. The assisted market rate units are over 98%, and the tax credit properties are at 87% but that is because of the 2<sup>nd</sup> building at Upland Heights which is still under construction. We obtained a CO for the completed 24 unit building at Upland Heights and since we had applicants all ready to go, we were able to lease up all 24 units within 2 weeks. This was great team work from with public housing, intake, and the S8 departments with getting the ready pool of applicants to occupy the units. The maintenance staff were also actively involved in the leasing up of the building for they did a lot of deliveries of furniture such as tables and chairs and setting up the community rooms for lease-ups. Besides working on the set-up of Upland Heights, the maintenance staff also had to deal with 3 plowable snow storms and the ice on the following mornings. Maintenance staff were also called on to empty out all the furniture that was at Gallen and move it to 2 storage containers located in our back parking lot. This was done so the construction at the Gallen could move forward with the renovations of the 3 offices, community room, and dining room on the first level. We hired our Public Housing Inspector and pest control coordinator. She successfully completed a 5-day webinar training on the NSPIRE inspection protocol and is proceeding forward with our pest control and annual inspections of units.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-\*/HCV Director. The Director reported that as of February 1, 2024, there were 2,039 families under lease. This includes 162 veteran families. There were 11 families that left the program as of the end of January. 35 families have vouchers looking for units to rent. Most of these vouchers are being housed in Project Based Units.

As of the end of December, the total amount spent to date was \$530,364.00 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:

160 security deposits,

173 landlord incentive fees

43 application fees

48 HQS Unit Repair Fees

MHRA's overall SEMAP score for the fiscal year ending 9/30/2023 was 99% and is again designated as a High Performer.

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 stated that she appreciated approval by the board of the PWFA changes in the handbook. The director is also working on the Annual Plan and it will be ready to present to the Board in June.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Director. The Resident Services Director stated that we are patiently waiting to hear from Jean Crouch, state of NH Contracting Unit, on the available funding for Congregate Housing Services Programs (CHSP). We are hopeful that this funding would allow us the opportunity to re-open a CHSP at one of the high-rises.

Resident Services staff assisted the Bakersville School with getting notices out to families with children entering kindergarten this fall in regards to their new Dual Language Program. The presentations were hosted at Elmwood Gardens, on February 15<sup>th</sup> at 10:00 a.m. and 5:00 p.m.

Staff have been assisting with the lease-ups at Upland Heights and assisting new residents with obtaining furniture, baby supplies, and general household goods. This location has several Spanish speaking families and Resident Services staff were assisted with translation.

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.

580 Kimball Street, also known as Building 1 and located closest to the corner of Kimball and Upland Streets, received its Certificate of Occupancy and Certificate of Compliance on January 30. Leasing began on February 1 and all but one of the 24 units is leased. The final lease is expected before the end of the month. The new tenants have been grateful and pleased with the units. In addition, Resident tenant families will be utilizing services. Noted that this fast lease up is unheard of in this industry. Credit is due to the Property Management staff and the Section 8 staff.

Building 2 is expected to have its Certificate of Occupancy by March 1 and lease up will begin around March 11. Although we are not done yet, thanks to John McGrath for all of the time that he has put in on this project. Not sure we would have had a working fob and intercom system for the first lease ups

without him. In addition, in the first days of lease up, we had assistance from all sorts of MHRA staff. I am very thankful.

The Kelley Falls Renovation Pilot is awaiting the architect. Hope to begin construction in the Spring.

At the 157 Chestnut Street renovation, the framing is completed, mechanicals, wiring, and plumbing are in process, with initial inspections completed. Meetings are every other week right now with one next week. Completion is scheduled for March 26.

Clearing is expected to start on Thursday for the Kelley Falls Fencing Project. Next steps will be to contract for the stump pulling and grading/leveling. And then the fencing company.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director presented the 2023 Year in Review and stated that MHRA had another exceptional year. She hoped that the Commissioners enjoyed reading about some of the major accomplishments in each department.

The Chair introduced Item 13; Annual Meeting - Election of Officers  
Chairman Quinn motioned that the current slate of officers being David Quinn as Chair, Steven Duffley as Vice-Chair and Catherine Naczas as Secretary would remain for one more year. The motion was seconded by Commissioner Papanicolau.

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

Mike Lopez  
David Quinn  
Andrew Papanicolau  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced Item 14; Other Business. The Chair thanked the staff for another great year.

The Chair introduced Item 15; Adjournment

Upon motion by Commissioner Papanicolau and second by Commissioner Duffley, it was unanimously voted to adjourn.

Respectfully submitted,  
Catherine Naczas, Executive Director



**MHRA - Financial Reporting**  
**Income & Expense Report**  
**S-8 Administrative Income & Expense**  
**February 2024**

Account Description	2024		Feb-24		2023		Feb-23		Feb-23		Y-T-D Difference
	Annual Budget	2,250,000 15,261 <b>2,265,261</b>	Y-T-D Budget	Y-T-D Actual	Annual Budget	15,261 <b>2,065,261</b>	Y-T-D Budget	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	
Fees Earned			937,500	961,864	2,050,000		854,167	943,902		943,902	89,735
Other Income			6,359	49,108	15,261		6,359	5,258		5,258	(1,101)
<b>Total Income</b>			<b>943,859</b>	<b>1,010,972</b>	<b>2,065,261</b>		<b>860,525</b>	<b>949,160</b>		<b>949,160</b>	<b>88,635</b>
Salaries & Benefits	1,330,673		554,447	508,804	1,170,038		487,516	467,924		467,924	(19,592)
All Other Expenses	709,943		295,810	313,189	660,222		275,093	213,537		213,537	(61,556)
Fees Paid to other housing	57,212		23,838	31,887	57,212		23,838	29,058		29,058	5,220
COVID-19 Expenses	0		0	0	0		0	0		0	
<b>Total Expenses</b>	<b>2,097,828</b>		<b>874,095</b>	<b>853,879</b>	<b>1,887,472</b>		<b>786,447</b>	<b>710,519</b>		<b>710,519</b>	<b>(75,928)</b>
<b>Net Income/(Loss)</b>	<b>167,433</b>		<b>69,764</b>	<b>157,093</b>	<b>177,789</b>		<b>74,079</b>	<b>238,641</b>		<b>238,641</b>	<b>164,562</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.

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

Program	Account Description	2024		Feb 2024		Feb 2024		2023		Feb 2023		Feb 2023	
		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	Y-T-D Actual	YTD Difference
<b>Total AMPS</b>	Dwelling Rent	5,917,476	2,465,615	2,509,421	43,806	5,662,500	2,359,375	4,413,498	2,396,332	36,957			
	Subsidy	5,379,074	2,241,281	1,997,513	(243,768)	4,413,498	1,838,958	934,347	2,108,829	269,872			
	All Other Income	910,471	379,363	401,833	22,471	562,250	389,311	11,010,345	4,901,931	7,459			
	<b>Total Income</b>	<b>12,207,020</b>	<b>5,086,258</b>	<b>4,908,768</b>	<b>(177,491)</b>	<b>11,010,345</b>	<b>4,587,644</b>	<b>4,901,931</b>	<b>4,901,931</b>	<b>314,287</b>			
	Admin & Maint & Benefits	4,703,860	1,959,942	1,869,761	(90,181)	4,229,949	1,762,479	4,229,949	1,678,440	(84,039)			
	Tenant Services	182,350	75,979	36,625	(39,354)	164,600	68,583	164,600	35,331	(33,252)			
	Utilities	2,110,200	879,250	921,603	42,353	2,026,300	844,292	2,026,300	883,135	38,843			
	Maintenance	1,982,812	826,172	594,658	(231,514)	1,788,824	745,343	1,788,824	727,337	(18,006)			
	All Other Expenses	2,669,028	1,112,095	1,132,807	20,712	2,541,100	1,058,792	2,541,100	977,913	(80,879)			
	Extraordinary Maint.	18,000	7,500	-	(7,500)	75,000	31,250	75,000	40,660	9,410			
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>4,860,937</b>	<b>4,555,454</b>	<b>(305,484)</b>	<b>10,825,773</b>	<b>4,510,739</b>	<b>10,825,773</b>	<b>4,342,816</b>	<b>(167,923)</b>			
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>225,321</b>	<b>353,314</b>	<b>127,993</b>	<b>184,572</b>	<b>76,905</b>	<b>184,572</b>	<b>559,115</b>	<b>482,210</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

# 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	93	2	97.89%
O'Malley Apartments	100	98	2	98.00%
Kalivas Apartments	100	98	2	98.00%
Pariseau Apartments	100	100	0	100.00%
Burns Apartments	121	119	2	98.35%
Elmwood Gardens	200	200	0	100.00%
Scattered Sites	321	318	3	99.07%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1157</b>	<b>12</b>	<b>98.97%</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%
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>104</b>	<b>102</b>	<b>2</b>	<b>98.08%</b>

<u>Tax Credit Properties</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Marygale Apartments	37	36	1	97.30%
Browns School Apts	34	33	1	97.06%
Laurette Sweeney Apts	61	59	2	96.72%
South Main/Log St. Apts	20	19	1	95.00%
Upland Heights	48	24	24	50.00%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>171</b>	<b>29</b>	<b>85.50%</b>

**Total Number of People Served** 2,444

**Total Number of Veterans Housed** 60

Jan-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2039  
TOTAL HCV HOUSEHOLD MEMBERS 4152

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
22	1	6	13	122 Market Street # 3F	MANCHESTER, NH 03103
				194 Spruce Street # 3	MANCHESTER, NH 03103
				106 Market Street # 302	MANCHESTER, NH 03103
				163 S Beech Street # 106	MANCHESTER, NH 03103
4	0	1	162	790 South Porter Street # 320	MANCHESTER, NH 03103
				27 N. Eastgate Way	MANCHESTER, NH 03109

Feb-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2045  
TOTAL HCV HOUSEHOLD MEMBERS 4167

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
14	0	26	16	435 Amory Street # 206	MANCHESTER, NH 03102
				209 Massabesic Street # 1	MANCHESTER, NH 03103
				18 Carlier Street # 1	MANCHESTER, NH 03102
				309 Cedar Street # 2	MANCHESTER, NH 03103
				580 Kimball Street # 301	MANCHESTER, NH 03102
				580 Kimball Street # 303	MANCHESTER, NH 03102
				580 Kimball Street # 304	MANCHESTER NH 03102
				580 Kimball Street # 305	MANCHESTER NH 03102
				580 Kimball Street # 302	MANCHESTER, NH 03102
				580 Kimball Street # 306	MANCHESTER, NH 03102
				580 Kimball Street # 307	MANCHESTER NH 03102
				580 Kimball Street # 101	MANCHESTER NH 03102
				580 Kimball Street # 308	MANCHESTER, NH 03102
				580 Kimball Street # 203	MANCHESTER, NH 03102
				580 Kimball Street # 204	MANCHESTER NH 03102
				580 Kimball Street # 106	MANCHESTER NH 03102
				580 Kimball Street # 107	MANCHESTER, NH 03102
				580 Kimball Street # 205	MANCHESTER, NH 03102
				580 Kimball Street # 206	MANCHESTER NH 03102
				580 Kimball Street # 104	MANCHESTER NH 03102
				580 Kimball Street # 207	MANCHESTER, NH 03102
				580 Kimball Street # 105	MANCHESTER, NH 03102
				580 Kimball Street # 201	MANCHESTER NH 03102
				580 Kimball Street # 202	MANCHESTER, NH 03102
				580 Kimball Street # 108	MANCHESTER, NH 03102
				580 Kimball Street # 102	MANCHESTER, NH 03102
				580 Kimball Street #	MANCHESTER NH 03102
				580 Kimball Street #	MANCHESTER NH 03102

**HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM**

**Feb-24**

SECURITY DEPOSIT CLAIMS	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	3	\$ 216,722.94	97	163
From Roll Over Funding	\$ -	\$ 216,722.94		
From New Funding (300K)	\$ 5,305.00	\$ 222,027.94		
LANDLORD INCENTIVE FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	3	\$ 159,000.00	106	176
From Roll Over Funding	\$ -	\$ 159,000.00		
From New Funding (300K)	\$ 3,000.00	\$ 162,000.00		
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED APPLICATION FEES (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
\$ -	0	\$ 2,048.20	32	43
From Roll Over Funding	\$ -	\$ 2,048.20		
From New Funding (300K)	\$ -	\$ 2,048.20		
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED HQS REPAIR FUNDS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
\$ -	0	\$ 72,216.86	23	48
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	Closed out	
CIP#811222 Roll Over Funding Available		\$ 3,430.34		
CIP#611224 New Funding Paid Out (300K)		\$ 48,007.08		
CIP# 611224 Admin Fees YTD		\$ 2,500.00		
CIP#611224 Total Project Expenditure YTD		\$ 50,507.08		
Total of Funding Paid w/o Roll Over YTD		\$ 550,507.08		
Total Funding Paid with Roll Over YTD		\$ 555,446.63		
Total Funding Available (Including Available Roll Over)		\$ 252,923.26		



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, April 16, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:**
  - a. Approving write-off of tenant rents and other charges for August 2023 to April 2024
  - b. Authorizing the Executive Director to execute documents related to the State of New Hampshire's Congregate Housing Services Grant Program
- 4. Approval of Minutes:** Minutes of the Meeting of March 19, 2024
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. Burns Bldg – Electrical Upgrades
  - c. Elmwood Gardens – Waste Piping Upgrades
  - d. O’Malley + Kalivas Bldgs – Door Hdwe Upgrades
- 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 Service**
  - a. Congregate Housing Services Program Update
  - b. Program Updates
  
- 11. Development Report**
  - a. Upland Heights
  - b. Chestnut Street
  - c. Kelley Falls Fence Project
  
- 12. Executive Director's Report**
  - a. MHRA Historic Exhibit
  
- 13. Other Business**
  
- 14. Adjourn**





MEMO

TO: Catherine Naczas, Executive Director

FROM: Mike DiSabato, Housing Operations Director

RE: Write-off of Public Housing Unpaid Tenant Rent and Other Charges

DATE: April 9, 2024

=====

Manchester Housing and Redevelopment Authority periodically writes-off certain expenses related to its tenants which have been determined to be uncollectable such as unpaid rent, the cost to repair tenant damages to an apartment and legal fees engaged in an eviction process. These write-offs are necessary to avoid a negative impact on our PHAS score determined by HUD. Writing off these expenses does not preclude further attempts to recover such expenses from the tenant that incurred them.

Write – offs should be completed on a monthly basis. In order to qualify for an expense to be written off it needs to be in collections for a period of six months, unless the resident passed away or moved to a nursing home, in which we would write off the expense the following month.

For August 11, 2023 to April 8, 2024, a total of \$19,833.68 in such write-offs needs to be approved.

The attached resolution, once approved, authorizes this write-off of these expenses.

MEMO

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges  
DATE: April 9, 2024

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I have reviewed the attached and recommend approval.

Thank you.

  
Catherine Naczas

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING AND AUTHORIZING THE WRITE-OFF OF CERTAIN UNPAID  
PUBLIC HOUSING TENANT-RELATED EXPENSES**

**WHEREAS**, Manchester Housing and Redevelopment Authority (MHRA) periodically writes-off certain Public Housing tenant-related expenses; and

**WHEREAS**, from August 11, 2023 to April 8, 2024 a total of \$19,833.68 in such tenant-related expenses have been written off:

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Manchester Housing and Redevelopment Authority that the write-off of the above noted expenses is hereby authorized.

WRITE OFFS – April 9, 2024:

This is for the August 11, 2023 through April 9, 2024

- 1) Rent: \$11,391.61
  - a. Deceased: \$8,059.65
  - b. Voluntary/Abandoned Unit: \$3,275.96
  - c. Nursing Home: \$6.00
  - d. Evictions: \$50.00
  
- 2) Legal Fees: \$0
  
- 3) Damages: \$8,442.07
  - a. Deceased: \$3,410.07
  - b. Voluntary/Abandoned Unit: \$1,282.00
  - c. Nursing Home: \$0
  - d. Evicted: \$3,750.00

Total Write Offs: \$19,833.68



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

**MEMO**

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
RE: Congregate Housing Services Grant Program (CHSP)  
DATE: April 10, 2024

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In 1978 the Department of Housing and Urban Development (HUD) first authorized the funding of the CHSP program. The program was a cost sharing program where HUD funded 40% of the cost, participating PHAs secured 50% of the cost and the resident client paid up to 20% as a fee for services. In NH, Laconia Housing Authority, Manchester Housing & Redevelopment Authority and Keene Housing Authority were instrumental in developing legislation whereby the Dept. of Elderly and Adult Services were provided state funding for the 50% CHSP match that was needed for these housing authorities to institute the CHSP program. The CHSP program was instituted to prevent premature institutionalization, allowing seniors and disabled adults the ability to live in their own homes independently with supportive services. The program provided meals and other services which supported activities of daily living. The cost of this program was 1/3 the cost of nursing home care. Unfortunately, in 1995, HUD sunsetted the program, and the state of NH stopped funding the 50% match. MHRA could not find another entity to provide funding and the program ceased.

In June of 2023 the NH Department of Health and Human Services and the Bureau of Elderly and Adult Services contacted MHRA regarding the state's unfunded CHSP program. Apparently, the state kept the program as a line item in the budget. In an effort to resurrect this program the state intended to re-fund the program, directing funding to public housing authorities that had CHSP programs in the past. The program will be solely funded by the state and resident client fees. We have been in discussions with the state regarding program rules and requirements, funding amounts and contractual language. I believe we have reached consensus with the state as to what we could reasonably deliver for services, acceptable contractual language and the cost for these services. We propose to operate the program at the Pariseau or Gallen Building, building(s) with an adequate commercial kitchen, community space and staff office needed to effectively run the program. The state will fund the program through June 2025 with the intent of renewing funding for additional years.

Attached you will find our proposed budget, the state's proposed contract and the Board of Commissioner's Certificate of Authority (authorization for MHRA's executive director to execute the documents) which needs to be signed by the Chair.

I ask that the Board of Commissioners authorize the execution of these documents so that MHRA may begin serving residents with the needed services.

**RESOLUTION NO. \_\_\_\_\_**

**Authorizing the Executive Director to Execute Documents Related to the NH Congregate Housing Services Grant Program**

**WHEREAS** the Executive Director and Resident Services Director have been approached by the State of New Hampshire to reinstitute the Congregate Housing Services Program (CHSP) at one public housing location and;

**WHEREAS** the Executive Director and Resident Services Director have negotiated acceptable state funding and contract language pertaining to the CSHP program and;

**WHEREAS** the Executive Director and Resident Services Director have selected a property which had a successful CSHP Program in the past and has the commercial space necessary for reinstating the program;

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

1. That the Executive Director be authorized to execute all documents related to the New Hampshire Congregate Housing Services Grant Program.

**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, March 19, 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
Thomas Hickman	Commissioner
Catherine Naczas	Executive Director

ABSENT

Mike Lopez	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	HR, Policy & Compliance Manager
Sandy Busato	Resident Services 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; There were no items for the consent agenda.

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

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

AYES

David Quinn  
Andrew Papanicolau  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director was on vacation but had submitted her report. The Executive Director stated that we are in a strong financial position and that she would comment later in the meeting about the newly passed federal budget.

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

Demolition of the existing storefront is underway. The next phase will include moving a new steel beam into the building which to support the Mezzanine Floor. A sample of the illuminated signage proposed for the new entrance was previewed. The Commissioners conveyed their approval; more to follow on signage.

Gallen Bldg – Partial Roof Surface Upgrade & AC Equipment

Roof upgrades have been completed. The new rooftop unit (AC for Gallen community areas) to be hoisted into place sometime in April.

Burns Bldg – Main Elect Panels/Switchgear/Generator Upgrades

New equipment and materials will be loaded into building shortly with work scheduled to begin in April. The initial phase will include replacement of the main electric panels in the boiler room. This work is the result of existing Federal Pacific Panel (FPE) equipment in Burns which has been deemed un-reliable in circuit breaker safety. All the resident panels have been previously upgraded.

Chairman Quinn asked if MHRA has any compensation recourse available against the FPE manufacturer? The Director of Contracting and Modernization responded that he was unaware of any recourse avenues and the FPE owner has been incarcerated. MHRA has not experienced any losses from the FPE equipment at the Burns Bldg.

Commissioner Papanicolau asked about the boiler replacement project at the Burns Bldg. The Director of Contracting and Modernization stated the mechanical contractor completed the removal and replacement of the three building boilers over the course of two days. All is working well for now.

The Chair then 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 is at 98.97% with 7 of the 8 Amps reporting at 98% or better. The Assisted Market Rate units are also over



98%, and the Tax Credit units are below 98% but that is due to the small number of units in each building. 1 vacancy in the building puts them in a 97% occupancy. Mary Ellen stated that the 2<sup>nd</sup> building at Upland Heights will soon be leasing up as she had received the certificate of occupancy from the city. The Public Housing Director continued saying that our inspector has started to conduct annual inspections of units which in turn is generating work orders for the crews. The director stated that we are starting to transition to grounds clean up but can not remove the snow equipment from the leaf truck or dump truck until we get past a couple more weeks since snow is predicted for the upcoming weekend. Commissioner Papanicolau asked how the distribution of the work orders is going, since we talked about it sometime ago. The director stated it is going well, the work orders are distributed to all maintenance employees depending on the task and their job classification. This way they all have a roll or stake in the game and not one person gets all the work.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. The director reported that as of March 1, 2024, there were 2,045 families under lease. This includes 161 veteran families. There were 16 families that left the program as of the end of February. Twenty two families have vouchers and are looking for units to rent. Most of these vouchers are being in-housed in Project Based Units. The Housing Applicant/Landlord Partnership Program is doing very well. As of the end of February the total amount spent to date was \$555,447.00 out of the total \$800,000.00 allotted by the city.

Total claims paid out are as follows:

163 security deposits,

176 landlord incentive fees

43 application fees

48 HQS Unit Repair Fees.

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 Board for approving the Pregnancy Workers Fairness Act language to be included in the Employee Handbook. She also stated that the Annual Plan, which will be presented to the Board in June, is in process.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Manager, Sandy Busato, as the Director was not feeling well. Resident Services staff held two field trips in conjunction with the winter school vacation week. The first was a trip to SNHU, on February 17th, with 15 teens for a campus tour, meeting with admissions and student representatives, lunch in the dining hall, followed by a men's basketball game against Pace University. The second was a trip to the See Science Center with 12 youth, grades 3 – 8. Prior to this trip lunch of chicken tenders and fries were provided by the Hope Program. Resident Services Coordinators host informative and educational events at MHRA properties monthly. The February theme was Healthy Heart, and the average number of participants was between 7 and 11.

We have been working with the state of NH Contracting Unit on a possible contract to start up a Congregate Housing Services Program at one of the high-rises. Kathy Naczas spoke and shared detailed information about this wonderful program. We hope to have a state contract for the Board to approve next month. We are pleased to announce that we have filled the Upland Heights Resident Services Coordinator bilingual position. The new staff member, who is fluent in both English and Spanish, will be joining us on 4/1/24. This addition to our team will greatly enhance our ability to serve our diverse community.

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 Upland Heights, 580 Kimball Street, also known as Building 1, is up and running and was fully leased before the end of February. 590 Kimball Street (Building 2) received its Certificate of Occupancy and door fob system – but are working closely with the contractor. Leasing may begin late this week or early next week.

At 157 Chestnut Street, insulation is complete, drywall has begun. The rest of the month will be installation of doors and frames, prepping, priming, and painting, and flooring installation. Beginning this week, we will be meeting weekly until completion. Completion has been extended from March 26 to April 12.

Since the last meeting, clearing for the new Kelley Falls fence has been completed. We are currently in the process of stumping, grading, and installing a guard rail. Met with the fence contractor on Thursday with the company doing the grading. Once committed to the fence contractor, installation is up to six to eight weeks out. Once completed, this should mitigate most issues, but will also allow for other possibilities for use of that portion of the property.

We continue to research different aspects of the building and the project for the Kelley Falls Renovation Pilot. We had a conference call with the architect last week and are meeting in person with him this week to discuss some changes to the project. We still hope to begin construction in late Spring.

Commissioner Papanicolaou asked two questions, one related to 157 Chestnut Street's proforma and cash flow, which was discussed and one about the cost per square foot at Upland Heights. The Executive Director and the Director of Real Estate Development and Special Projects responded that it was capped just under the maximum allowed for the New Hampshire Housing Finance Authority financing.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reported on the newly passed federal budget as it pertained to the Public Housing, Section 8, Capital Fund and Family Self Sufficiency Programs. Both Public Housing operating fund and current Section 8 voucher renewals received a COLA of 7%. Unfortunately, the Capital Fund was not increased at all, and the Section 8 Administrative Fees were reduced by 0.3%. The Family Self Sufficiency program did receive an actual increase of 12.8%. The Executive Director felt that we would remain in a strong financial position as we always budget conservatively, using the previous years income since the federal budget has been consistently not passed in a timely manner.

The Chair introduced Item 13; Other Business. The Executive Director had two announcements. First that the MHRA Historical Exhibit will be opening at the Historic Museum during the first week in April.

The Executive Director will confirm date and location of the exhibit and share the information with the Commissioners and staff. Hopefully, many will try to attend. The Executive Director also said that HUD Boston staff would be visiting to introduce MHRA staff to two new HUD staff (A new engineer and new finance person) on April 2nd.

The Chair introduced Item 14; Adjournment.

Upon motion by Commissioner Papanicolau and second by Commissioner Duffley, it was unanimously voted to adjourn.

Respectfully submitted,  
Catherine Naczas, Executive Director

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

Program	Account Description	2024		Mar 2024		Mar 2024		2023		Mar 2023		Mar 2023	
		Annual Budget	Y-T-D	Y-T-D	Actual	Y-T-D	Actual	Y-T-D	Actual	Y-T-D	Actual	Y-T-D	Actual
<b>Total AMPS</b>	Dwelling Rent	5,917,476	2,958,738	3,035,436	76,698	5,662,500	2,831,250	2,885,927	54,677	2,831,250	2,885,927	54,677	
	Subsidy	5,379,074	2,689,537	2,548,404	(141,133)	4,413,498	2,206,749	2,249,458	42,709	2,206,749	2,249,458	42,709	
	All Other Income	910,471	455,235	483,426	28,191	934,347	467,174	469,873	2,700	467,174	469,873	2,700	
	<b>Total Income</b>	<b>12,207,020</b>	<b>6,103,510</b>	<b>6,067,266</b>	<b>(36,244)</b>	<b>11,010,345</b>	<b>5,505,173</b>	<b>5,605,258</b>	<b>100,086</b>	<b>5,505,173</b>	<b>5,605,258</b>	<b>100,086</b>	
	Admin & Maint & Benefits	4,703,860	2,351,930	2,242,849	(109,081)	4,229,949	2,114,975	2,052,186	(62,789)	2,114,975	2,052,186	(62,789)	
	Tenant Services	182,350	91,175	37,563	(53,612)	164,600	82,300	35,042	(47,258)	82,300	35,042	(47,258)	
	Utilities	2,110,200	1,055,100	1,161,334	106,234	2,026,300	1,013,150	1,091,548	78,398	1,013,150	1,091,548	78,398	
	Maintenance	1,982,812	991,406	668,689	(322,717)	1,788,824	894,412	857,340	(37,072)	894,412	857,340	(37,072)	
	All Other Expenses	2,669,028	1,334,514	1,333,857	(657)	2,541,100	1,270,550	1,196,653	(73,897)	1,270,550	1,196,653	(73,897)	
	Extraordinary Maint.	18,000	9,000	-	(9,000)	75,000	37,500	28,187	(9,313)	37,500	28,187	(9,313)	
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>5,833,125</b>	<b>5,444,292</b>	<b>(388,833)</b>	<b>10,825,773</b>	<b>5,412,887</b>	<b>5,260,956</b>	<b>(151,931)</b>	<b>5,412,887</b>	<b>5,260,956</b>	<b>(151,931)</b>	
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>270,385</b>	<b>622,974</b>	<b>352,589</b>	<b>184,572</b>	<b>92,286</b>	<b>344,302</b>	<b>252,016</b>	<b>92,286</b>	<b>344,302</b>	<b>252,016</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

**MHRA - Financial Reporting  
Income & Expense Report  
S-8 Administrative Income & Expense  
March 2024**

<u>Account Description</u>	2024		Mar-24		2023		Mar-23		Y-T-D Difference
	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	
Fees Earned	2,250,000	1,125,000	1,148,593	23,593	2,050,000	1,025,000	1,176,182	151,182	
Other Income	15,261	7,631	60,393	52,763	15,261	7,631	6,075	(1,556)	
<b>Total Income</b>	<b>2,265,261</b>	<b>1,132,631</b>	<b>1,208,986</b>	<b>76,356</b>	<b>2,065,261</b>	<b>1,032,631</b>	<b>1,182,257</b>	<b>149,627</b>	
Salaries & Benefits	1,330,673	665,337	606,043	(59,293)	1,170,038	585,019	569,969	(15,050)	
All Other Expenses	709,943	354,972	365,865	10,893	660,222	330,111	294,076	(36,035)	
Fees Paid to other housing	57,212	28,606	38,980	10,374	57,212	28,606	34,388	5,782	
COVID-19 Expenses	0	0	0	-	0	0	0	0	
<b>Total Expenses</b>	<b>2,097,828</b>	<b>1,048,914</b>	<b>1,010,888</b>	<b>(38,026)</b>	<b>1,887,472</b>	<b>943,736</b>	<b>898,433</b>	<b>(45,303)</b>	
<b>Net Income/(Loss)</b>	<b>167,433</b>	<b>83,717</b>	<b>198,098</b>	<b>114,382</b>	<b>177,789</b>	<b>88,895</b>	<b>283,824</b>	<b>194,930</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

## Total No.

### Units

### Occupied

### Vacant

### % Occupied

<u>Public Housing Property</u>				
Kelley Falls	132	131	1	99.24%
Gallen Apartments	95	93	2	97.89%
O'Malley Apartments	100	98	2	98.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	100	0	100.00%
Burns Apartments	121	120	1	99.17%
Elmwood Gardens	200	199	1	99.50%
Scattered Sites	321	317	4	98.75%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1157</b>	<b>12</b>	<b>98.97%</b>
<u>Assisted Market Rate Property</u>				
Tarrytown Road Apts	102	100	2	98.04%
West Baker St	2	2	0	100.00%
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>104</b>	<b>102</b>	<b>2</b>	<b>98.08%</b>

<u>Tax Credit Properties</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Marygale Apartments	37	35	2	94.59%
Browns School Apts	34	33	1	97.06%
Laurette Sweeney Apts	61	60	1	98.36%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	44	4	91.67%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>192</b>	<b>8</b>	<b>96.00%</b>

**Total Number of People Served** 2,464

**Total Number of Veterans Housed** 59

Feb-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2045  
TOTAL HCV HOUSEHOLD MEMBERS 4167

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
14	0	26	16	435 Amory Street # 206	MANCHESTER, NH 03102
				209 Massachusetts Street # 1	MANCHESTER, NH 03103
				18 Carter Street # 1	MANCHESTER, NH 03102
				309 Cedar Street # 2	MANCHESTER, NH 03103
2	0	1	161	580 Kimball Street # 301	MANCHESTER, NH 03102
				580 Kimball Street # 303	MANCHESTER, NH 03102
				580 Kimball Street # 304	MANCHESTER, NH 03102
				580 Kimball Street # 305	MANCHESTER, NH 03102
				580 Kimball Street # 302	MANCHESTER, NH 03102
				580 Kimball Street # 306	MANCHESTER, NH 03102
				580 Kimball Street # 307	MANCHESTER, NH 03102
				580 Kimball Street # 101	MANCHESTER, NH 03102
				580 Kimball Street # 308	MANCHESTER, NH 03102
				580 Kimball Street # 203	MANCHESTER, NH 03102
				580 Kimball Street # 204	MANCHESTER, NH 03102
				580 Kimball Street # 106	MANCHESTER, NH 03102
				580 Kimball Street # 107	MANCHESTER, NH 03102
				580 Kimball Street # 205	MANCHESTER, NH 03102
				580 Kimball Street # 206	MANCHESTER, NH 03102
				580 Kimball Street # 104	MANCHESTER, NH 03102
				580 Kimball Street # 207	MANCHESTER, NH 03102
				580 Kimball Street # 105	MANCHESTER, NH 03102
				580 Kimball Street # 201	MANCHESTER, NH 03102
				580 Kimball Street # 202	MANCHESTER, NH 03102
				580 Kimball Street # 108	MANCHESTER, NH 03102
				580 Kimball Street # 102	MANCHESTER, NH 03102
				580 Kimball Street #	MANCHESTER, NH 03102
				580 Kimball Street #	MANCHESTER, NH 03102

Mar-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2047  
TOTAL HCV HOUSEHOLD MEMBERS 4198

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
14	1	17	16	580 Kimball Street # 103	MANCHESTER, NH 03102
				580 Kimball Street # 208	MANCHESTER, NH 03102
				590 Kimball Street # 301	MANCHESTER, NH 03102
				590 Kimball Street # 203	MANCHESTER, NH 03102
				590 Kimball Street # 107	MANCHESTER, NH 03102
				590 Kimball Street # 201	MANCHESTER, NH 03102
				590 Kimball Street # 104	MANCHESTER, NH 03102
				590 Kimball Street # 307	MANCHESTER, NH 03102
				590 Kimball Street # 303	MANCHESTER, NH 03102
				590 Kimball Street # 304	MANCHESTER, NH 03102
				590 Kimball Street # 103	MANCHESTER, NH 03102
				590 Kimball Street # 205	MANCHESTER, NH 03102
				590 Kimball Street # 206	MANCHESTER, NH 03102
				590 Kimball Street # 204	MANCHESTER, NH 03102
				590 Kimball Street # 207	MANCHESTER, NH 03102
				377 Rammon Street	MANCHESTER, NH 03101
				49 Manchester Street	MANCHESTER, NH 03101



**HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM**

**Mar-24**

SECURITY DEPOSIT CLAIMS	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	12	\$ 216,722.94	100	175
From Roll Over Funding	\$ -	\$ 216,722.94		
From New Funding (300K)	\$ 21,317.00	\$ 238,039.94		
LANDLORD INCENTIVE FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	12	\$ 159,000.00	109	188
From Roll Over Funding	\$ -	\$ 159,000.00		
From New Funding (300K)	\$ 12,000.00	\$ 171,000.00		
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED APPLICATION FEES (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
\$ -	0	\$ 2,048.20	32	43
From Roll Over Funding	\$ -	\$ 2,048.20		
From New Funding (300K)	\$ -	\$ 2,048.20		
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED HQS REPAIR FUNDS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
\$ -	0	\$ 72,216.86	23	48
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		\$ 5,593.78		
CIP#611224 New Funding Paid Out (300K)		\$ 81,324.08		
CIP# 611224 Admin Fees YTD		\$ 3,750.00		
Total of Funding Paid w/o Roll Over YTD		\$ 585,074.08		
Total Funding Paid with Roll Over YTD		\$ 588,763.63		
Total Funding Available (Including Available Roll Over)		\$ 220,519.70		

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, May 21, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:**
- 4. Approval of Minutes:** Minutes of the Meeting of April 16, 2024
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. 198-200 Hanover St Site Improvements
  - c. Kelley Falls: 3 Bldgs. Roof Upgrade
- Public Housing Operations**
  - a. Tax Credit Properties Occupancy report
  - b. Public Housing Occupancy update
  - c. Inspection Services update
  - d. Maintenance update
- 7. S-8/HCV Program**
  - a. Utilization Report



**8. Policy, Compliance and Human Resources**

- a. Policy, Compliance and Human Resources Update

**9. Resident Service**

- a. Congregate Housing Services Program Update
- b. Program Updates

**10. Development Report**

- a. Upland Heights
- b. Chestnut Street
- c. Kelley Falls Fence Project

**11. Executive Director's Report**

- a. MHRA Historic Exhibit
- b. Annual Ending Veterans Homelessness in New Hampshire Summit

**12. Other Business**

**13. 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, April 16, 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
Mike Lopez	Commissioner
Andrew Papanicolau	Commissioner
Thomas Hickman	Commissioner
Catherine Naczas	Executive Director

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

The Chair declared a quorum present.

The Chair introduced Item 2, Public Participation; Jose Marte, 62 Trahan St attended the meeting. Mr. Marte expressed concerns over drugs and crime at the property, the need for some capital improvements such as windows and roofing, and the need for storage if sheds are to be taken down. The Chair stated that we would take his comments under advisement and the appropriate staff would follow up on those issues.

The Chair introduced Item 3, Consent Agenda;

a. Resolution approving and authorizing the write-off of certain unpaid public housing tenant-related expenses in the amount of \$19,833.68. The Chair asked if this was an average amount, and the Operations Director stated that for a six-month period this was an average amount. There being no further discussion, upon motion by Commissioner Lopez and seconded by Commissioner Papanicolau, it was voted to approve and authorize the write-off expense for \$19,833.68.

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

AYES

David Quinn  
Mike Lopez  
Andrew Papanicolau  
Stephen Duffley  
Thomas Hickman

NAYS

b. Authorizing the Executive Director to execute documents related to the State of New Hampshire's Congregate Housing Services Grant Program. The Chair asked the Resident Services Director to summarize the Congregate Housing Services Program in terms of what services will be offered, staffing and the funding requested. The director stated that services would include things like housekeeping, meals, transportation, contracted nursing services, personal care. The funding request is for an amount we believe we will need for approximately 20 clients and we will be paid as reimbursement for expenses. We will not have all clients participating right away, but rather ramp up with the number of participants over time. Initially we will need to hire a services coordinator and once the program is filled probably a meals services person. Commissioner Papanicolau asked how eligibility is determined for the program. The Director stated that an assessment is made regarding the client's needs, and that they must evidence a deficiency in two activities of daily living. Commissioner Lopez asked if this was a property-based program or could members of the community participate. He had a conversation with the Executive Director and thought community members could participate. The Director stated that the way the state's regulations and funding are structured, it is a location-based program for public housing properties only. Commissioner Papanicolau was concerned that the program may not be refunded at the end of the contract and asked what would be done in the way of lobbying. It was explained that in the past housing authorities would get testimonials from clients, client's families and even bring program participants to the hearing held by the State in order show support for future funding. There being no further discussion, upon motion by Commissioner Papanicolau and seconded by Commissioner Duffley, it was voted to approve and authorize the Executive Director to execute documents related to the State of New Hampshire's Congregate Housing Services Grant Program.

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

AYES

David Quinn  
Mike Lopez  
Andrew Papanicolau  
Stephen Duffley  
Thomas Hickman

NAYS

Since the Resident Services Director was reporting, the Chair asked her to continue her report on other matters rather than waiting for her report listed on the agenda. The Director reported that seven supportive services staff completed and passed the training to be certified as Food Protection Managers. This training is needed to renew our food service permits with the Manchester Health Department. One of our St. Anselm College volunteers is teaching the youth to play chess and if there is

enough interest, we are hoping to start up a chess club. Finally, we had a successful FSS graduate leaving the program with an escrow of \$14,667.63 after just under two years on the program.

The Chair introduced item 4; Minutes of March 19, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of March 19, 2024. Upon motion by Vice-Chair Duffley and seconded by Commissioner Papanicolau, it was voted to approve the minutes of March 19, 2024.

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

<u>AYES</u>	<u>NAYS</u>
David Quinn	
Mike Lopez	
Andrew Papanicolau	
Stephen Duffley	
Thomas Hickman	

The Chair introduced Item 5; Financial Report. The Finance Director stated that for the month of March 2024, Public Housing ended the month at \$622,974, which is \$352,589 above plan and the Section-8 Administrative program ended the month at \$198,098 which is \$114,382 above plan.

She also noted that we had received a draft of the audited 2023 Financials and that there were no findings or recommendations, which is good news.

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

Interior Kiosk walls framed last week, new roof framing today. The mechanical contractor has begun their work with the mounting of the two new heat pumps on Gallen building exterior wall and interior piping. The new flooring in Gallen Community areas is underway.

Burns Bldg – Main Elect Panels/Switchgear/Generator Upgrades

A portion of the new equipment has been delivered to the site. Upgrade work will begin once we know space heating (boiler system) can be shut off temporarily with no major impact.

Commissioner Duffley asked if we encountered a long lead time on the electrical equipment? The Director of Contracting and Modernization responded that was indeed the case and added the contract had been awarded back in November 2022. He went on to say, the next electrical building upgrade will likely be the Gallen Bldg. with an expected completion in 2026.

Elmwood Gardens – Waste Piping Upgrades

An additional twelve (12) building contract has been awarded to the same plumber wrapping up the current waste piping project. After this round, twelve buildings will remain to be completed.

Commissioner Lopez asked about other capital fund improvements scheduled for Elmwood? The Director of Contracting and Modernization responded: roofs-windows-playground equipment as well as additional waste piping upgrades. Asked about the status of the EG storage sheds, the Director of Contracting and Modernization responded MHRA had taken the matter under advisement.

#### O'Malley / Kalivas Bldgs – Door Hdwe Upgrades

All upgrades complete with each resident door receiving a new lock/lever set and latch protector. Residents pleased with the upgrades.

The Chair then introduced Item 7., Public Housing Operations and turned the floor over to the Housing Operations Director. The director stated that the occupancy report showed Public Housing's overall occupancy continues to be above 98% with 4 of the 8 Amps reporting at or above 99% occupied. The Assisted Market Rate units are also over 98%, and the Tax Credit units are below 98% but we making strides in getting applicants in need of services to fill the vacancies. We are switching gears and equipment from snow removal to grounds with spring clean-ups now taking place. The salt containers are being removed from the big dump truck that can then be set up for the leaf vac system. Inspections continue with unit inspections along with scheduling the weekly pest control treatments where needed. Now that the automotive supply chain issues have loosened up, we are now taking delivery of our leased vehicles that have been back logged. We just received 5 Pick-up trucks outfitted with plows and Tommy gates, we also have 5 cargo vans for the carpenters, plumbers, and electrician, and are still waiting on 2 vehicles which our in the process of being built. Many of these vehicles are replacing current leases in our fleet, but also replacing a truck that we own which will be used as a spare until it needs to go to the state auction.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. The director reported that as of April 1, 2024, there were 2,047 families under lease. This includes 160 veteran families. There were 16 families that left the program as of the end of March. 17 families have vouchers looking for units to rent.

As of the end of March 2024 the total amount spent to date was \$585,074 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:

175 security deposits

188 landlord incentive fees

43 application fees

48 HQS Unit Repair Fees

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 provided an update on the 5 Year Plan. The Resident Advisory Board will be given an opportunity to review the Plan and give feedback in May. The

summary of changes will be more lengthy than usual due to HOTMA requirement changes and provided to the commissioners in June when we present the 5-year plan for approval and submission to HUD.

The Chair introduced Item 10; Resident Services - reported out under consent agenda.

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.

Upland Heights, 580 and 590 Kimball Street, has been completed. Four to six units remain to be leased. The draft Cost Certification is in process and must be completed before the majority of the remaining funding will be disbursed. It is expected that most of this will be completed before month end.

At the 157 Chestnut Street renovation, flooring was completed last week. This week cabinets will be installed and final items and mechanicals should be completed. Final inspections and cleaning should be completed by the end of next week (4/26/24). We plan to begin leasing in May.

The Kelley Falls Fencing project is proceeding. Since the last meeting, the guard rail has been completed. Waiting for an installation date from the fence contractor, but they indicated mid-May to the beginning of June. We are working with the City departments to install a gate for their access.

We are doing some re-work with the architect for the Kelley Falls exterior renovation pilot project. Still hope to begin in late Spring.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reminded the Commissioners that the MHRA Historic Legacy Exhibit was opening at the Manchester Millyard Museum on May 8th at 4:30. We have had a tremendous response from staff and the community wanting to attend the event and it is likely that we will have about 75 attendees. Commissioner Duffley asked about the date and time again. The Executive Director asked the HR Director to re-send the invitation to the Commissioners so they would have the information.

The Chair introduced Item 13; Other Business. The Executive Director thanked the Leased Housing Director and her team for their recent performance under four HUD reviews. There were no findings in any of the reviews, and the Executive Director also noted that having four reviews in a year is highly irregular but HUD is just now catching up on reviews since Covid.

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

Respectfully submitted,  
Catherine Naczas, Executive Director



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

Program	Account Description	2024		Apr 2024		Apr 2024		2023		Apr 2023		Apr 2023	
		Annual Budget	Y-T-D	Y-T-D Budget	Actual	Y-T-D	Variance	Annual Budget	Y-T-D Budget	Actual	Y-T-D	Actual	Y-T-D
<b>Total AMPS</b>	Dwelling Rent	5,917,476	3,451,861	3,549,257	97,396	5,662,500	3,303,125	3,377,710	74,585	3,303,125	3,377,710	74,585	
	Subsidy	5,379,074	3,137,793	2,979,927	(157,866)	4,413,498	2,574,541	2,723,002	148,462	2,574,541	2,723,002	148,462	
	All Other Income	910,471	531,108	590,926	59,818	934,347	545,036	548,900	3,864	545,036	548,900	3,864	
	<b>Total Income</b>	<b>12,207,020</b>	<b>7,120,762</b>	<b>7,120,110</b>	<b>(652)</b>	<b>11,010,345</b>	<b>6,422,701</b>	<b>6,649,612</b>	<b>226,911</b>	<b>6,422,701</b>	<b>6,649,612</b>	<b>226,911</b>	
	Admin & Maint & Benefits	4,703,860	2,743,919	2,648,139	(95,780)	4,229,949	2,467,470	2,386,140	(81,330)	2,467,470	2,386,140	(81,330)	
	Tenant Services	182,350	106,371	70,900	(35,471)	164,600	96,017	69,254	(26,763)	96,017	69,254	(26,763)	
	Utilities	2,110,200	1,230,950	1,335,933	104,983	2,026,300	1,182,008	1,258,654	76,646	1,182,008	1,258,654	76,646	
	Maintenance	1,982,812	1,156,640	884,513	(272,127)	1,788,824	1,043,481	1,023,402	(20,079)	1,043,481	1,023,402	(20,079)	
	All Other Expenses	2,669,028	1,556,933	1,587,733	30,800	2,541,100	1,482,308	1,421,095	(61,213)	1,482,308	1,421,095	(61,213)	
	Extraordinary Maint.	18,000	10,500	3,760	(6,740)	75,000	43,750	28,187	(15,563)	43,750	28,187	(15,563)	
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>6,805,312</b>	<b>6,530,977</b>	<b>(274,335)</b>	<b>10,825,773</b>	<b>6,315,034</b>	<b>6,186,732</b>	<b>(128,302)</b>	<b>6,315,034</b>	<b>6,186,732</b>	<b>(128,302)</b>	
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>315,449</b>	<b>589,133</b>	<b>273,683</b>	<b>184,572</b>	<b>107,667</b>	<b>462,880</b>	<b>355,213</b>	<b>107,667</b>	<b>462,880</b>	<b>355,213</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

**MHRA - Financial Reporting  
Income & Expense Report  
S-8 Administrative Income & Expense  
April 2024**

Account Description	2024		Apr-24		2023		Apr-23		Y-T-D Difference
	Annual Budget	2,250,000 15,261 <b>2,265,261</b>	Y-T-D Budget	Y-T-D Actual	Annual Budget	2,050,000 15,261 <b>2,065,261</b>	Y-T-D Budget	Y-T-D Actual	
Fees Earned		2,250,000	1,312,500	1,320,918	2,050,000	1,195,833	1,355,618	159,785	
Other Income		15,261	8,902	72,078	15,261	8,902	6,870	(2,032)	
<b>Total Income</b>		<b>2,265,261</b>	<b>1,321,402</b>	<b>1,392,996</b>	<b>2,065,261</b>	<b>1,204,736</b>	<b>1,362,488</b>	<b>157,752</b>	
Salaries & Benefits		1,330,673	776,226	712,761	1,170,038	682,522	675,344	(7,178)	
All Other Expenses		709,943	414,133	425,076	660,222	385,130	349,484	(35,646)	
Fees Paid to other housing		57,212	33,374	45,477	57,212	33,374	39,453	6,079	
COVID-19 Expenses		0	0	0	0	0	0	0	
<b>Total Expenses</b>		<b>2,097,828</b>	<b>1,223,733</b>	<b>1,183,314</b>	<b>1,887,472</b>	<b>1,101,025</b>	<b>1,064,281</b>	<b>(36,744)</b>	
<b>Net Income/(Loss)</b>		<b>167,433</b>	<b>97,669</b>	<b>209,683</b>	<b>177,789</b>	<b>103,710</b>	<b>298,207</b>	<b>194,497</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	132	0	100.00%
Gallen Apartments	95	93	2	97.89%
O'Malley Apartments	100	100	0	100.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	97	3	97.00%
Burns Apartments	121	121	0	100.00%
Elmwood Gardens	200	197	3	98.50%
Scattered Sites	321	316	5	98.44%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1155</b>	<b>14</b>	<b>98.80%</b>
<b><u>Assisted Market Rate Property</u></b>				
Tarrytown Road Apts	102	101	1	99.02%
West Baker St	2	2	0	100.00%
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>104</b>	<b>103</b>	<b>1</b>	<b>99.04%</b>

<u>Tax Credit Properties</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Marygale Apartments	37	36	1	97.30%
Browns School Apts	34	33	1	97.06%
Laurette Sweeney Apts	61	60	1	98.36%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	48	0	100.00%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>197</b>	<b>3</b>	<b>98.50%</b>

**Total Number of People Served** 2,477

**Total Number of Veterans Housed** 56

Mar-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2047  
TOTAL HCV HOUSEHOLD MEMBERS 4198

VOUCHERS ISSUED 14  
VOUCHERS EXPIRED 1  
VOUCHERS LEASED 17  
END OF PARTICIPATION 16

VOUCHERS ISSUED TO VETERANS 1  
VOUCHERS EXPIRED FOR VETERANS 0  
VOUCHERS LEASED TO VETERANS 1  
TOTAL NUMBER OF VETERANS HOUSED 160

ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP

580 Kimball Street # 103	MANCHESTER, NH 03102
580 Kimball Street # 208	MANCHESTER, NH 03102
590 Kimball Street # 301	MANCHESTER, NH 03102
590 Kimball Street # 203	MANCHESTER, NH 03102
590 Kimball Street # 107	MANCHESTER, NH 03102
590 Kimball Street # 201	MANCHESTER, NH 03102
590 Kimball Street # 104	MANCHESTER, NH 03102
590 Kimball Street # 307	MANCHESTER, NH 03102
590 Kimball Street # 303	MANCHESTER, NH 03102
590 Kimball Street # 304	MANCHESTER, NH 03102
590 Kimball Street # 103	MANCHESTER, NH 03102
590 Kimball Street # 205	MANCHESTER, NH 03102
590 Kimball Street # 206	MANCHESTER, NH 03102
590 Kimball Street # 204	MANCHESTER, NH 03102
590 Kimball Street # 207	MANCHESTER, NH 03102
377 Rimmon Street	MANCHESTER, NH 03102
49 Manchester Street	MANCHESTER, NH 03101

Apr-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2047  
TOTAL HCV HOUSEHOLD MEMBERS 4169

VOUCHERS ISSUED 16  
VOUCHERS EXPIRED 1  
VOUCHERS LEASED 15  
END OF PARTICIPATION 24

VOUCHERS ISSUED TO VETERANS 2  
VOUCHERS EXPIRED FOR VETERANS 0  
VOUCHERS LEASED TO VETERANS 2  
TOTAL NUMBER OF VETERANS HOUSED 160

ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP

590 Kimball Street # 106	MANCHESTER, NH 03102
590 Kimball Street # 305	MANCHESTER, NH 03102
590 Kimball Street # 208	MANCHESTER, NH 03102
590 Kimball Street # 202	MANCHESTER, NH 03102
590 Kimball Street # 101	MANCHESTER, NH 03102
590 Kimball Street # 306	MANCHESTER, NH 03102
590 Kimball Street # 102	MANCHESTER, NH 03102
122 Market Street # 2B	MANCHESTER, NH 03101
600 Maple Street # 102	MANCHESTER, NH 03104
11 Log Street # 215	MANCHESTER, NH 03102
790 S. Porter Street # 22	MANCHESTER, NH 03103
219 Amory Street # 1	MANCHESTER, NH 03102
436 Rimmon Street	MANCHESTER, NH 03102
49 Manchester Street # 2	MANCHESTER, NH 03101
49 Manchester Street # 9	MANCHESTER, NH 03101

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM			
Apr-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	185
From Roll Over Funding	\$ -	\$ 216,722.94	
From New Funding (300K)	\$ 15,993.00	\$ 232,715.94	
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	199
From Roll Over Funding	\$ -	\$ 159,000.00	
From New Funding (300K)	\$ 10,500.00	\$ 169,500.00	
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	46
From Roll Over Funding	\$ -	\$ 2,048.20	
From New Funding (300K)	\$ 120.00	\$ 2,168.20	
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	48
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		\$ 6,995.20	
CIP#611224 New Funding Paid Out (300K)		\$ 107,937.08	
CIP# 611224 Admin Fees YTD		\$ 5,000.00	
Total of Funding Paid w/o Roll Over YTD		\$ 612,937.08	
Total Funding Paid with Roll Over YTD (500k & 300k)		\$ 615,376.63	
Total Funding Available (Including Available Roll Over)		\$ 194,058.12	

As of April 30, 2024 this program has paid out 120 Landlords. Adding 38 Landlord that have never worked Housing Choice Voucher Program before. After exhausting the initial 500k in funding this program was able to fund 168 Families, impacting 424 individuals. To date, with the additional 300k in funding to continue this program, we have been able to serve an additional 35 Families, impacting 102 individuals. In total between the two funding allotments, 203 Families and 526 individuals. There is just over half of the 300k funding remaining and approximately 9k in roll over funding available from the original 500k funding. There are 31 Families in pending status waiting on for their file to be complete so that funds can be paid out.



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, June 18, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation – 5 Year/ Annual and Capital Fund 5-year Plan - Public Hearing.** The Chair will recognize members of the community to address the Board of Commissioners.
- 3. Consent Agenda:**
  - a. Approving and authorizing submission of the 5 year/ Annual Plan to HUD
  - b. Approving and authorizing submission of the Capital Fund 5-year Action Plan
  - c. Authorization to execute contract between MHRA and Manchester Police Department
- 4. Approval of Minutes:** Minutes of the Meeting of May 21, 2024
- 5. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
  - a. Kiosk + Gallen Bldg Modernizations
  - b. Burns Bldg – Electrical Upgrades
  - c. Kelley Falls: 3 Bldgs. Roof Upgrade

**Public Housing Operations**

- a. Tax Credit Properties Occupancy report
- b. Public Housing Occupancy update
- c. Inspection Services update
- d. Maintenance update



- 7. S-8/HCV Program**
  - a. Utilization Report
  
- 8. Policy, Compliance and Human Resources**
  - a. Policy, Compliance and Human Resources Update
  
- 9. Resident Service**
  - a. Congregate Housing Services Program Update
  - b. Program Updates
  
- 10. Development Report**
  - a. Chestnut Street
  - b. Kelley Falls Fence Project
  - c. Kelley Falls Exterior Project
  
- 11. Executive Director's Report**
  - a. July meeting
  - b. Annual Ending Veterans Homelessness in New Hampshire Summit
  - c. Meetings with Mayor Ruais
  
- 12. Other Business**
  - a. Thank you letter to Chief Aldenberg, Manchester Police Department
  
- 13. Adjourn**





M E M O

TO: Board of Commissioners

FROM: Catherine Naczas, Executive Director

SUBJECT: Comprehensive Agency Plan (Annual Plan) Submission to the U.S. Department of Housing and Urban Development

DATE: June 18, 2024

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I have reviewed the the Comprehensive Agency Plan and the attached memo from the HR Director and recommend approval.

Thank you.



Catherine Naczas

MEMO TO: Catherine Naczas, Executive Director

FROM: Shannon Wright, HR Director

SUBJECT: Comprehensive Agency Plan (Annual Plan) Submission to the U.S. Department of Housing and Urban Development

DATED: June 11, 2024

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As of June 18, 2024, and per HUD regulations, Authority staff members will have:

1. Completed a Comprehensive Agency Plan (Annual Plan) for the fiscal year beginning October 1, 2024;
2. Made this document available to the public for forty-five days;
3. Held a Resident Advisory Board meeting.

I respectfully request that you present the FY 2024/ 5- year 2024-2028 Comprehensive Agency Plan to the Board of Commissioners for approval to submit this Plan to the U.S. Department of Housing and Urban Development.

Thank you.

Shannon Wright

**RESOLUTION NO. 5670**

**AUTHORIZING AND APPROVING SUBMISSION OF  
MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY'S  
ANNUAL PLAN  
TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD), under the Quality Housing and Work Responsibility Act of 1998 (Act), is requiring the completion and submission of a Public Housing Agency Annual Plan (Plan) by all housing authorities; and

**WHEREAS**, the Manchester Housing and Redevelopment Authority (Authority), as an Authority funded by HUD, is required to complete and submit said Plan; and

**WHEREAS**, the staff of the Authority have completed said Plan per the requirements of the Act; and

**WHEREAS**, said Plan has been reviewed by the Commissioners of the Manchester Housing and Redevelopment Authority;

**NOW, THEREFORE, BE IT RESOLVED** that:

1. Submission of the Annual Plan considered at a regular scheduled meeting held on June 18, 2024 is hereby approved.
2. The Chair, Vice-Chair and/or Executive Director are authorized to execute any pertinent documents, including but not limited to the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract, and the Executive Director is hereby authorized and directed to submit said Plan on behalf of the Authority to the U.S. Department of Housing and Urban Development.

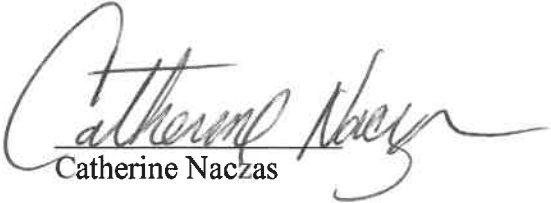
M E M O

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
SUBJECT: Capital Fund 5 Year Action Plan - Fiscal years 2024 - 2028  
DATE: June 18, 2024

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I have reviewed the Capital Fund 5 Year Action Plan and recommend approval.

Thank you.

  
Catherine Naczas

## MEMORANDUM

TO: Catherine Naczas, MHRA Executive Director

FROM: Gianni D'Intino, Director of Contracting & Modernization

SUBJECT: Capital Fund Five Year Action Plan – Fiscal Years 2024 - 2028

DATE: June 12, 2024

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MHRA regularly updates its Physical Needs Assessment, identifying the capital improvements and rehabilitation/modernization projects that best serve the needs of our residents and public housing portfolio. All work activities are subject to an environmental review process and identification within the Capital Fund Five-Year Action Plan.

MHRA staff have identified the needs/projects desired and listed these work items within the Five-Year Plan. On 5/2/2024, the Notice of Public Hearing was posted on the MHRA website requesting public review and comment at the June 18<sup>th</sup>, 2024 Board of Commissioners meeting. On 6/4/2024, the Five-Year Plan and environmental review were approved in the Energy and Performance Information Center (EPIC) online HUD portal.

For MHRA to gain final HUD approval of the Five-Year Plan, confirmation of a public review hearing and Board of Commissioners approval is required. The attached resolution provides for that approval.

I ask that you bring this resolution to the Board of Commissioners for their approval during the regularly scheduled BOC meeting on June 18<sup>th</sup>, 2024. Thank you.

Respectfully Submitted,  
Gianni D'Intino

RESOLUTION NO. \_\_\_\_\_

AUTHORIZING AND APPROVING SUBMISSION OF  
MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY'S  
CAPITAL FUND 5-YEAR ACTION PLAN (2024-2028) TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD), under the Quality Housing and Work Responsibility Act of 1998 (Act), is requiring the completion and submission of a Public Housing Agency Capital Fund 5-year Action Plan (Plan) by all housing authorities; and

**WHEREAS**, the Manchester Housing and Redevelopment Authority (MHRA), as a housing authority funded by HUD, is required to complete and submit said Plan; and

**WHEREAS**, the staff of the Authority have completed said Plan per the requirement of the Act and on May 2, 2024 posted Notice on its website for public hearing and review of said plan in compliance with 24 CFR Part 903.17

**NOW, THEREFORE, BE IT RESOLVED:**

1. Submission of the Capital Fund 5-Year Action Plan FY 2024 - FY 2028 reviewed at a regular meeting held on June 18, 2024 is hereby approved.
2. The Executive Director or his/her designee are authorized to execute any pertinent documents, included but not limited to the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract, and the Executive Director is hereby authorized and directed to submit said Plan on behalf of the Authority to the U.S. Department of Housing and Urban Development.

# Capital Fund Program – Five Year Action Plan

2024 - 2028

## SUMMARY

MHRA receives annual funding from HUD's Office of Capital Improvement. The funding requirements include the creation of a new five-year (2024 – 2028) plan prior to award of the 2024 grant. 25% of this annual funding is directed towards day-to-day operations with the remaining 75% used exclusively for two areas of improvement:

- Physical improvements to our facilities (Roofs, Windows, Doors, Heating Systems, Piping and Electrical Systems, Interiors, Landscaping, Fencing, Security Cameras, Hazardous Materials Abatement, Appliances, Reasonable Accommodations, etc.)
- Management improvements for our staff and organization (Trainings, Computer hardware and software, etc.)

***For FY2023 thru 2028 the Capital Fund Grant amount expected is approximately \$3,000,000.00/year***

### Physical improvements planned for the next five years:

- MHRA Central Office + Gallen Bldg: Parking lot expansion and site improvements
- Kelley Falls Apts: Exterior Upgrades (roofs-windows-doors-security)
- Kelley Falls Apts: Centralized Mail Facility
- Kalivas Hi-Rise: Community Room and Lobby Modernizations
- Gallen Hi-Rise: Main Electrical Panels + Back-Up Generator Upgrades
- O'Malley + Burns + Pariseau Hi-Rises: Window and Door Upgrades
- Burns + Gallen Hi-Rises: Laundry equipment modernization
- Elmwood Gardens: Waste piping upgrades and roof upgrades
- Elmwood Gardens + Kelley Falls: Playground equipment upgrades

Management improvements include the on-going training of MHRA staff to maintain certifications and improve the skills required for public housing management and administration. Upgrades to our computer systems and operating software is also a vital component of the capital improvement program.

M E M O

TO: Board of Commissioners

FROM: Catherine Naczas, Executive Director

SUBJECT: Agreement with the Manchester Police Department for the Provision of Supplemental Police Services

DATE: June 18, 2024

---

I have reviewed the attached memo from the Operations Director and recommend approval.

Thank you.



Catherine Naczas



MEMO

TO: Catherine Naczas, Executive Director

FROM: Michael DiSabato, Housing Operations Director

RE: Agreement with the Manchester Police Department for the Provision of Supplemental Police Services

DATE: June 18, 2024

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As you know, we have had a long-standing contract with the Manchester Police Department to provide Supplemental Police Services in the form of the Community Policing Program to all of the Manchester Housing and Redevelopment Authority's public housing developments and the LiHTC properties. The Program provides for minimum nine- eight-hour shifts per week, 7 days per week by two full time police officers specifically assigned to perform community policing services and provide on-site police presence to deter criminal activity and the use of drugs.

Since our current contract for these services expires on June 30, 2024, it would be in the best interest of the Authority and its residents to renew the contract. The proposed contract amount is \$131,000 for the period of July 1, 2024 through June 30, 2025. There have been no changes to the previous year contract.

Attached is a resolution which once adopted approves and authorizes execution of an agreement with the Manchester Police Department for the provision of Supplemental Police Services.

Please present this matter to the Board of Commissioners.

Thank you.

Attachment(s)

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING AND AUTHORIZING EXECUTION  
OF AN AGREEMENT  
BY AND BETWEEN  
MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY  
AND THE MANCHESTER POLICE DEPARTMENT  
FOR THE PROVISION OF  
SUPPLEMENTAL POLICE SERVICES**

**WHEREAS**, the Manchester Housing and Redevelopment Authority (Authority) wishes to continue providing Supplemental Police Services for public housing residents; and

**WHEREAS**, the Manchester Police Department is able to provide said Services with the Authority's financial assistance; and

**WHEREAS**, it is deemed to be in the best interests of the Authority and its residents to enter into an Agreement with the Manchester Police Department for the provision of said Services; and

**WHEREAS**, said Agreement has been discussed and considered at a meeting held on June 20, 2023:

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

1. That the Agreement with the Manchester Police Department for the Provision of Supplemental Police Services in an amount not to exceed \$131,000, for the term beginning July 1 2024 to June 30, 2025 is hereby approved.
2. That the Executive Director is hereby authorized to execute said Agreement and any other documents relevant to said Supplemental Police Services on behalf of the Authority.

# **MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**

## **CONTRACT FOR THE PROVISION OF SUPPLEMENTAL POLICE SERVICES**

**This Contract**, made and entered into this 1st day of July, 2024, by and between the Manchester Housing and Redevelopment Authority of the City of Manchester, County of Hillsborough, (hereinafter also called the "Authority") and the Manchester Police Department, (hereinafter also called the "Department") is for the provision of specific supplemental police services associated with the Authority's security programs.

WHEREAS, the Authority desires to contract with the Department for supplemental police services to create a drug and crime free environment and to provide for the safety and protection of the residents in its public housing developments; and

WHEREAS, the Department desires to assist in the security effort by providing effective police services at all the Authority's public housing hi-rise buildings and developments, including: Manseau Manor, Elmwood Gardens Apartments, Kelley Falls Apartments, Lincoln & Clay Streets, Merrimack Street & Lowell Street, and scattered sites to include the LIHTC Properties:

NOW, THEREFORE, the Authority and the Department agree as follows:

### **ARTICLE I SCOPE OF SERVICES**

#### **SECTION ONE: SERVICES PROVIDED BY THE DEPARTMENT**

The Department will provide a minimum of two (2) full-time police officers to perform specialized patrols to enforce state and local laws. The officers may patrol the developments on foot or bicycle. Sworn officers shall at all times remain part of, subject to and in direct relationship with the Department's chain of command and under Department rules, regulations and standard operating procedures. A job description of duties and responsibilities is attached hereto as "Exhibit A".

The Department agrees that the services rendered by the assigned personnel under this Contract are in addition to baseline police services. The Department agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article IV, Plan of Operations.

The duties and extent of services of the assigned personnel shall include but shall not be limited to:

The Department agrees to assign police officers to targeted areas during the specific periods of time identified by the Authority to maintain a police patrol presence. The specific periods of time are set forth hereto as "Exhibit B".

The Department agrees that it will employ a community policing concept as described in Section C. Community Policing Strategy in "Exhibit C Plan of Operations," attached hereto.

The Department agrees to collect and provide crime calls and calls for service in and around public housing property for a five-block radius. (See Article IIIB).

It is further agreed that, to the extent necessary, the assigned personnel will appear as witnesses in civil and criminal court proceedings as a direct result of their law enforcement functions in or near public housing developments and involving any resident, member of a resident's household, or any guest or guests of a resident or household member.

The Department agrees that a policy manual exists to regulate police officers' conduct and activities; all police officers have been provided a copy of the policy manual; the Department has a signed receipt from each officer that he or she has received and understands the contents of the manual; and personnel have been trained on the regulations and orders within the manual. The manual is entitled "Manchester, New Hampshire Police Department Rules and Regulations and Standard Operating Procedures".

The Department agrees that it will provide the assigned personnel with such basic equipment as may be necessary and reasonable in order to allow the police officers to carry out the duties anticipated under this Contract. The

Department shall designate the Community Policing Captain or his designee as the Administrative Liaison, who will work in concert with the Authority's Housing Operations Director or that official's designee.

For the purposes of this Contract the Administrative Liaison will perform the following duties:

Coordinate the dissemination and processing of police and security reports, provide supervisory assistance, and coordinate in resolving problems or in carrying out the provisions of this Contract;

Establish and maintain an ongoing line of communication with Supervisors and other police personnel;

Initiate and monitor ongoing lines of communication with residents and designated Authority personnel to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders;

Assist or advise in the planning and implementation of other grant-funded security programs within the Authority; and

Report regularly to the Authority criminal activities occurring on or near Authority public housing properties.

The Department will at all times provide supervision, control and discretion of all full-time work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the Department shall be responsible for the compensation of the officers and all employee benefits, as well as any injury to officers, their property, or the City's property while on the Authority's property.

The Department agrees to indemnify, defend and hold harmless the Manchester Housing and Redevelopment Authority, its commissioners and any person working on its behalf from any claims, damages or liabilities arising out any action by any member of the Department.

## **SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY**

A. The Authority will provide:

1. Orientation and familiarization with the public housing communities for the assigned personnel.
2. Orientation to the lease agreement, and lease compliance enforcement procedures and policies.

B. The Authority shall reserve the right to reasonably request the Department to replace any assigned personnel.

C. The Authority will provide the Department with the applicable Authority rules and regulations for reporting under this Contract.

D. Nothing herein contained shall be construed as permitting or authorizing police officers to use any method or to act in any manner in violation of law or of their sworn obligations as police officers.

## **ARTICLE II ENFORCEMENT OF RULES AND REGULATIONS**

The Department, through its police officers is hereby empowered to enforce the following Authority rules and regulations:

1. Unauthorized visitors in vacant units of the Authority shall be removed.
2. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.
3. Unauthorized visitors destroying, defacing or removing Authority property shall be removed and/or criminal enforcement actions shall be taken.

With regard to the foregoing rules and regulations, the Department's police officers are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and

prosecution of any violators, when appropriate.

## **ARTICLE III COMMUNICATIONS, REPORTING AND EVALUATION**

### **A. Communications**

#### **1. Access to Information**

The Department agrees that the Authority and the Department will share appropriate criminal records information which in any way deals with criminal activity on or near any of the Authority's properties, subject to applicable federal and state laws and Department policies. It is further agreed that the Department will provide to the Authority copies of such incident reports, arrest reports or other public documents which document or substantiate actual criminal activity in or connected with the public housing developments, subject to the "Right to Know" law. This information will be provided at no cost by the Department on a regular basis in accordance with specific procedures that have been or will be established. The Department will also furnish any other reports and/or information as may be required from time to time by the Authority, its funding sources or other entities.

### **B. Reporting**

#### **1. Forms**

The Department will provide to the Authority at least monthly a summary of all activities undertaken by all assigned personnel (police officers). This report may include, but not be limited to, data as follows:

- a. Scheduled hours of all assigned personnel.
- b. Calls/requests for service.
- c. Referrals to City/Authority/agencies.
- d. Suspicious persons - date, time, place, contacted or arrested.
- e. Vehicles abandoned/towed/stolen.
- f. Drug paraphernalia confiscated/found.
- g. Arrests/citations of both residents and outsiders to include age, sex, ethnicity.
- h. Property recovered/stolen.
- i. Counseling of residents and visitors.
- j. Broken lights/sidewalks.
- k. Graffiti.
- l. Conflict resolution; fights, domestic, etc.
- m. Weapons violations/seized.

#### **2. Media Coordination**

The Department will relay to the Executive Director or his/her designee information related to any major crime or incident that occurs on or near Authority property, preferably before the media is informed, or as soon as possible.

### **C. Program Evaluation**

The Department and the Authority agree that any evaluation shall include:

#### **1. Hours worked by police officers for:**

- a. Foot patrol.
- b. Bicycle Patrol.
- c. Motorized patrol.
- d. Other (tactical).

#### **2. Response times to targeted communities by Authority assigned officers vis-a-vis other Departmental officers.**

3. Comparison of crime call statistics in the targeted communities as requested by the Authority or the U.S. Department of Housing and Urban Development (HUD).
4. Arrests (to include drug violations).
5. Vehicles towed.
6. Positive contacts.
7. Referrals.
8. Trespassers removed.
9. All UCR or NIBRS Reports.
10. Calls for service.
11. Weapons seized.
12. Property stolen/recovered.
13. Community feedback.

It is further agreed that the Department will provide comparable crime information for the City as a whole to demonstrate what proportion of activities City-wide occurs on or near Authority property. These reports shall be furnished by the Department to the Authority's Executive Director or that official's designee on a monthly basis.

## **ARTICLE IV PLAN OF OPERATIONS**

- A. The Department and the Authority have prepared a detailed Plan of Operations for use in eliminating drug-related crime. The purpose of the Plan is to specify the manner and method of performance by which each of the services identified is to be administered and is attached hereto as "Exhibit C".
- B. If during the term of the Contract either party desires to amend the scope of the Plan of Operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police or his designee shall provide final determinations regarding the establishment of an amendment to the Plan of Operations.

## **ARTICLE V TERM OF CONTRACT**

The term of this Contract shall begin on July 1, 2024 and end on June 30, 2025.

## **ARTICLE VI COMPENSATION TO THE CITY**

- A. The Authority will compensate the Department for services specified in this Contract in a total amount not to exceed one hundred thirty-one thousand (\$ (131,000.00).
- B. The Authority shall reimburse the Department on a monthly basis, upon receipt of evidence of performance of the proposed services, evidence of authorized expenditures and receipt of all required reports.
- C. The Department shall provide the following documentation in requesting reimbursement: Copies of Certified Payroll Time Reports documenting names, employee identification, number of hours worked in public housing developments and supervisory approval of the report.
- D. All requests for reimbursement are subject to the approval of the Executive Director or his/her designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

## **ARTICLE VII TERMINATION**

The Authority may terminate this Contract upon the provision of thirty (30) days written notice to the Department. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

The Department may terminate this Contract upon the provision of thirty (30) days written notice to the Authority. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

## **ARTICLE VIII NOTICES**

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified mail to the principal place of business of each of the parties hereto, as specified below:

Authority: MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY  
198 HANOVER STREET  
MANCHESTER, NEW HAMPSHIRE 03104  
ATTN: CATHERINE NACZAS, EXECUTIVE DIRECTOR

Department: MANCHESTER POLICE DEPARTMENT  
405 VALLEY STREET  
MANCHESTER, NEW HAMPSHIRE 03103  
ATTN: ALLEN ALDENBERG, CHIEF OF POLICE

## **ARTICLE IX CONSTRUCTION OF LAWS**

This Contract is made and entered into in the City of Manchester, New Hampshire. Any and all questions of law arising hereunder shall be construed in accordance with the laws of the State of New Hampshire.

## **ARTICLE X ENTIRE CONTRACT**

The Contract and attachments shall consist of the following component parts:

- a This Contract.
- b Plan of Operations.
- c Any subsequent addenda agreed to by both parties.

**IN WITNESS WHEREOF**, the Manchester Housing and Redevelopment Authority and the Manchester Police Department have respectfully caused this contract to be duly executed in triplicate as of the day and year first above written.

**MANCHESTER HOUSING AND  
REDEVELOPMENT AUTHORITY**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Catherine Naczas  
Executive Director**

**MANCHESTER POLICE  
DEPARTMENT**

\_\_\_\_\_  
**Jay Ruaiz  
Mayor**

\_\_\_\_\_  
**Allen Aldenberg  
Chief**



**EXHIBIT A**  
**JOB DESCRIPTION FOR POLICE OFFICERS ASSIGNED TO PUBLIC HOUSING**

Police officers funded by the Authority and assigned to the Authority's developments are responsible for the delivery of supplemental police services to the residents of the Authority's developments. Specifically, officers are expected to work as community policing officers, including performing the following duties and responsibilities:

1. Respond to all calls, both emergency and non-emergency in nature, involving the Authority's developments and residents.
2. Engage in proactive policing strategies; develop and maintain rapport with public housing residents, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order within the Authority's developments.
3. Encourage residents to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals or property.
4. Assist victims and homeless people, referring them to other agencies, when appropriate, for further assistance.
5. Engage in walking or bicycle patrols throughout the shift in all public areas of the Authority's developments to deter disorder or crime.
6. Work with MHRA's Community Outreach staff with the youth in Authority developments to assist them in understanding and complying with laws, regulations, and to discourage them from gang activity. Together with the MHRA Community Outreach staff develop and foster positive influences, assisting in directing the youth toward positive programs either in house or with other city agencies.
7. Work with Authority staff, residents and resident councils to develop crime prevention programs, resident patrols, and youth-oriented programs.
8. Make presentations and speeches to resident organizations and groups as assigned.
9. Remain alert to the emergency needs of residents and visitors, and take the appropriate action to protect life and property.
10. Investigate the activities of suspicious persons, as encountered or upon resident complaint, using standard police techniques and in conformance with the legal requirements to determine the identity, activity, and reason for the presence of the suspicious persons.
11. Direct vehicle traffic as required to ensure a safe, orderly flow of traffic.
12. Promptly and properly prepare and submit the required reports of the Authority and Department on each shift.
13. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
14. Operate a police vehicle within assigned geographic areas at the discretion of a supervisor or at own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
15. Maintain liaison with all law enforcement officers, Authority officials, and related agencies' personnel to exchange information and facilitate cooperative efforts.
16. Perform other duties as assigned.

**EXHIBIT B  
PATROL SCHEDULE**

The Department will provide a minimum of nine eight-hour shifts per week, seven days per week by two police officers specifically assigned for this purpose, with the exception of vacation, personal leave, FMLA and sick time used by these assigned officers. Primary shift will be a day shift and evening shift to be adjusted as needed by mutual agreement between the Authority and the Department. In the absence of MHRA Community Police officers, the Manchester Police Department agrees to continue a level of service necessary to maintain the safety of all MHRA residents and their properties.

**EXHIBIT C**  
**PLAN OF OPERATIONS**

**A. REASONABLE EXPECTATIONS BY THE AUTHORITY OF THE DEPARTMENT**

1. Provide the same level of patrol, investigations, community policing, and support services to public housing residents as the community at large in addition to the services provided to the Authority under contract.
2. Adapt patrol strategies to the public housing environment.
3. Assign staff officer in the grade of sergeant or higher as liaison with Authority designated officials to meet on crime and safety issues monthly.
4. Participate with resident council to develop anti-crime and safety strategies.
5. Provide crime prevention programs to residents on a regular basis.
6. Provide feedback to the Authority and victims of crime on status of cases.
7. Maintain specific baseline data on police services in public housing.
8. Develop and maintain a record system that tracks crime and workload by public housing development, and forward reports on a monthly basis to designated Authority official.

**B. STAFFING CRITERIA**

The City, by and through its Police Department, will provide a minimum of two (2) full-time officers, five days per week to perform specialized patrols to enforce all state and local laws and the Authority Rules specified in the Contract.

**C. COMMUNITY POLICING STRATEGY**

The community policing strategy will include concepts that are designed to facilitate improved communication and cooperation between the members of the public housing community and the police. The plan will stress the establishment of a partnership between residents, the police, local government and private services, and other local, state, and federal agencies. The primary goal of the program is to prevent crime by addressing the conditions and problems that lead to criminal activity and the fear of this type of activity.

The two assigned officers will be deployed at scheduled locations on Authority property. These locations will serve as sites for neighborhood meetings and work areas for the officers. Community problems, complaints and suggestions that are received by the Department will be forwarded to these officers for follow up and a resolution. These officers will contribute to this strategy by engaging in targeted patrol, problem solving and enforcement. As part of their assignments, these officers will be in touch with MHRA's Community Outreach Staff and with various community leaders and supporting agencies on a one-to-one basis in an effort to coordinate community resources and to apply these resources towards rectifying identified problems. The major public safety needs that will be addressed through redeploying these officers are the reduction of drug related offenses, a higher level of police security and protection in the neighborhoods, and an improvement in the overall quality of life for the residents.

The officers assigned to this program will generally be assigned so as to provide coverage during the designated hours. They will begin their tour of duty by reporting to police headquarters. Authority staff will contact the Community Policing Command staff with any special problems or circumstances to be addressed. On weekends and after hours the Authority staff will contact the main number of the Manchester Police Department and ask for Dispatch. Flexibility in work schedule is anticipated by the Authority so the needs and problems of residents and of the Authority can be dealt with appropriately. The officers will be supervised and their performance evaluated by the Captain of the Community Policing Division. The Captain of the Community Policing Division and the Housing Operations Director will meet monthly to keep the lines of communications open. Their primary functions will be to engage in police-citizen communication and cooperation. To facilitate this, these officers may patrol on foot or bicycles. They will engage in proactive policing strategies such as:

1. Conducting neighborhood meetings and seeking input and direction from the community;
2. Directing local resources towards improving the quality of life in the neighborhoods;
3. Working with Authority personnel in developing crime prevention programs and youth oriented programs;
4. Making presentations and speeches to resident organizations or groups;
5. Encouraging and educating residents to report all crimes and suspicious activity;
6. Working with residents to clean up neighborhoods, including the removal of trash and graffiti;
7. Enforcing the towing of abandoned or stolen vehicles;
8. Working with the youth in Authority developments, to help them comply with the laws and regulations;
9. Assisting the Authority with enforcement of administrative infractions, such as parking violations or residents allowing the presence of unauthorized visitors, and various other lease violations.

The Department shall invite a number of organizations and individuals to assist them in planning, implementing, and coordinating their community police program. The strategy is intended to involve community leaders and residents of the neighborhoods currently targeted for their plan. The strategy will also focus on drawing upon the knowledge and expertise of a number of motivated, civic minded individuals and agencies. These will include, but are not limited to Weed and Seed, City of Manchester Personnel Department, City of Manchester Planning Department, Manchester Health Department, Manchester City Welfare Department, Manchester Office of Youth Services, NH Division for Children, Youth, and Families, NH Office of Adult and Elderly Services, Manchester Office of Child Support, Manchester Housing Code Department, Manchester Housing and Redevelopment Authority, Manchester Chamber of Commerce, Central Business District Advisory Authority, ALPHA (Alliance for the Progress of Hispanic American), Latin American Center, The Salvation Army, Neighborworks Manchester and Neighborhood Crime Watch groups. All of these agencies have been helpful to the Department in the past and have expressed interest in being involved with the Department in the future.

It is anticipated that through the community police program, a partnership can be formed between the officers and the community that they are serving. Arrests, proactive police work and targeted enforcement will help curtail the problems of drugs, prostitution and violent crime. The power of this partnership will be formidable, since the members of the community have a unique and personal insight into identification of neighborhood problems, and the police have unique authority to focus and coordinate efforts to solve these problems. The goal for the community is to experience a growing sense of empowerment and responsibility as they share in directing and facilitating the problem-solving activities. The officers will have the opportunity to participate in general problem solving and will have a positive impact on the quality of life in the neighborhoods that they are serving.

**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, May 21, 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
Catherine Naczas	Executive Director

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

ABSENT

Mike Lopez	Commissioner
Andrew Papanicolau	Commissioner

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; There were no items for the consent agenda.

The Chair introduced item 4; Minutes of April 16, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of March 19, 2024. Upon motion by Vice-Chair Duffley and seconded by Commissioner Hickman, it was voted to approve the minutes of March 19, 2024.

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

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director stated that for the month of April 2024, Public Housing ended the month at \$589,133, which is \$273,683 above plan and the Section-8 Administrative program ended the month at \$209,683 which is \$112,014 above plan. She also noted that we were still waiting on the final version of the audited 2023 Financials but again noted that there were no findings or recommendations

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

Framing work nearing completion. Mechanical and electrical rough-ins underway. After framing inspection, insulation and drywall to follow.

Commissioner Quinn asked if any items were delaying the project? The Dir. of Contracting stated the two longest lead items are the front sliding door and bullet resistant Kiosk windows. The Dir. of Contracting went on to say the lobby/kiosk floors are to receive epoxy finish which has worked well for MHRA at the Pariseau lobby. The installation of this multi-stage flooring will be challenging while maintaining resident access to the Gallen Bldg.

198-200 Hanover St Site Improvements

Continuing to work with Granite Engineering to identify work items/scope of work. Searching for temporary parking options for the duration of this project.

Kelley Falls: 3 Bldgs. Roof Upgrade

A pre-quotation site walk is scheduled for this afternoon (5/21/24). Bids are due June 4<sup>th</sup>

The Chair then 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 close to 99% as it is at 98.50% with 4 of the 8 Amps once again, reporting at or above 99% occupied. The Assisted Market Rate units are at 99.04%, with only one vacant unit, and the Tax Credit units are back up to 98.50%. The director went on to explain another dynamic that comes into play when filling vacant units. He said we don't just keep going to the applicant pool to fill a vacant unit. We must take into consideration reasonable accommodation requests which include a resident who needs to move from their current unit to another unit to accommodate a need due to a disability. When this does occur, we make a unit ready for the resident with the reasonable accommodation request but at the same time we are just creating another vacant unit which then needs to be turned over to make ready. He explained that is one reason you may often see a development stay stationary on their

occupancy percentage. The director continued by saying that when the men are not in a unit making it ready, they are all out on their grounds getting them ready for the memorial weekend. We have been in a good stretch of weather and they are making good headway.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. The director reported that as of May 1, 2024, there were 2,037 families under lease. This includes 160 veteran families. There were 24 families that left the program as of the end of April. 18 families have vouchers looking for units to rent.

As of the end of April the total amount spent to date was \$612,937 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:

185 security deposits,

199 landlord incentive fees

46 application fees

48 HQS Unit Repair Fees.

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 stated that in conjunction with the 5 year/Annual Plan requirements, the Resident Advisory Board had the opportunity to review the plan and had no comments on the Annual Plan. A summary of changes will be sent to the Board in early June for review and will be presented for approval in the June meeting.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Director. The Director stated that the state has approved and sent us the executed contract for funding of a Congregate Housing Services Programs (CHSP). This contract will cover State FY 2024 and 2025 which will be May 15, 2024 – June 30, 2024 and July 1, 2024 – June 30, 2025. Commissioner Quinn asked how much money the contract would be for and I explained I did not have the exact numbers but it was approximately \$400,000. Resident Services has worked in partnership with our Pest Control provider to offer presentations at eleven locations covering 12 properties. These presentations started on May 8<sup>th</sup> and will run through August 7<sup>th</sup>, to help educate the residents on avoiding, containing and treating pest issues. We welcomed Glori Lopez to our staff on May 14<sup>th</sup> as a Resident Service Coordinator, her home base will be at the Brown School Apartments but she will also be covering our properties on the West side. She previously worked as a property management assistant and will bring those skills into this position and she is also bilingual English/Spanish. We also have an open staff position for a Family Services Coordinator after a staff member moved on. This month we had two enrollments from our new Upland Heights Development to our FSS program. We also had two successful FSS graduates - one from PH with \$15,600 in escrow and one from HCV with \$19,173 in escrow.

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. Upland Heights, 580 and 590 Kimball Street, has been fully leased as of last week. The draft Cost Certification has been completed and we are moving towards final funding and closeout. At the 157 Chestnut Street Renovation, the final building inspection was completed last week and the inspection for the Certificate of Compliance (COC) was completed yesterday. The Certificate of Occupancy (CO) is expected today/this week. Final punch list items and a final cleaning will be done tomorrow. It is expected that at least one unit will be leased by May 31. On Kelley Falls Fencing project we are waiting for an installation date from the fence contractor, but they have now indicated mid-June or July. We expect drawings next week from the architect for the Kelley Falls exterior renovation pilot project. Bidding possibly by the end of June.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reported that MHRA's historical Legacy Exhibit opening went better than she could have imagined. We received a lot of positive feedback and comments from the staff and public attending. Once the kiosk is finished, we will adapt the exhibit to be placed in the lobby as its permanent home. The Executive Director also reported that she will be attending the Ending Veterans Homelessness Summit on June 4th at the Puritan Conference Center. The chair asked for information on the summit as he would like to attend.

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

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

Respectfully submitted,  
Catherine Naczas, Executive Director



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

Program	Account Description	2024		May 2024		2023		May 2023		YTD Difference
		Annual Budget	Annual Budget	Y-T-D Budget	Y-T-D Actual	Annual Budget	Annual Budget	Y-T-D Budget	Y-T-D Actual	
<b>Total AMPS</b>	Dwelling Rent	5,917,476	3,944,984	4,061,725	116,741	5,662,500	3,775,000	3,880,911	105,911	
	Subsidy	5,379,074	3,586,049	3,411,454	(174,595)	4,413,498	2,942,332	3,211,502	269,170	
	All Other Income	910,471	606,980	712,251	105,270	934,347	622,898	629,733	6,835	
	<b>Total Income</b>	<b>12,207,020</b>	<b>8,138,013</b>	<b>8,185,429</b>	<b>47,416</b>	<b>11,010,345</b>	<b>7,340,230</b>	<b>7,722,146</b>	<b>381,916</b>	
	Admin & Maint & Benefits	4,703,860	3,135,907	3,050,843	(85,064)	4,229,949	2,819,966	2,715,275	(104,691)	
	Tenant Services	182,350	121,567	72,041	(49,526)	164,600	109,733	70,397	(39,336)	
	Utilities	2,110,200	1,406,800	1,539,183	132,383	2,026,300	1,350,867	1,464,247	113,380	
	Maintenance	1,982,812	1,321,874	1,053,655	(268,219)	1,788,824	1,192,549	1,148,964	(43,585)	
	All Other Expenses	2,669,028	1,779,352	1,801,706	22,355	2,541,100	1,694,067	1,565,415	(128,652)	
	Extraordinary Maint.	18,000	12,000	4,299	(7,701)	75,000	50,000	28,187	(21,813)	
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>7,777,500</b>	<b>7,521,727</b>	<b>(255,773)</b>	<b>10,825,773</b>	<b>7,217,182</b>	<b>6,992,485</b>	<b>(224,697)</b>	
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>360,514</b>	<b>663,703</b>	<b>303,189</b>	<b>184,572</b>	<b>123,048</b>	<b>729,661</b>	<b>606,613</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

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

<u>Account Description</u>	2024		May-24		2023		May-23		Y-T-D Difference
	Annual <u>Budget</u>	1,500,000	Y-T-D <u>Budget</u>	1,505,972	Annual <u>Budget</u>	Y-T-D <u>Budget</u>	Y-T-D <u>Actual</u>	Y-T-D <u>Actual</u>	
Fees Earned	2,250,000	1,500,000	1,505,972	5,972	2,050,000	1,366,667	1,535,054	168,387	
Other Income	15,261	10,174	83,955	73,781	15,261	10,174	7,142	(3,032)	
<b>Total Income</b>	<b>2,265,261</b>	<b>1,510,174</b>	<b>1,589,927</b>	<b>79,753</b>	<b>2,065,261</b>	<b>1,376,841</b>	<b>1,542,196</b>	<b>165,355</b>	
Salaries & Benefits	1,330,673	887,115	838,851	(48,264)	1,170,038	780,025	758,679	(21,346)	
All Other Expenses	709,943	473,295	509,431	36,135	660,222	440,148	403,483	(36,665)	
Fees Paid to other housing	57,212	38,141	51,852	13,710	57,212	38,141	44,752	6,611	
COVID-19 Expenses	0	0	0	-	0	0	0	0	
<b>Total Expenses</b>	<b>2,097,828</b>	<b>1,398,552</b>	<b>1,400,133</b>	<b>1,581</b>	<b>1,887,472</b>	<b>1,258,315</b>	<b>1,206,914</b>	<b>(51,401)</b>	
<b>Net Income/(Loss)</b>	<b>167,433</b>	<b>111,622</b>	<b>189,793</b>	<b>78,171</b>	<b>177,789</b>	<b>118,526</b>	<b>335,282</b>	<b>216,756</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

Total No.  
Units

## Public Housing Property

	<u>Total No.</u> <u>Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Kelley Falls	132	132	0	100.00%
Gallen Apartments	95	91	4	95.79%
O'Malley Apartments	100	100	0	100.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	96	4	96.00%
Burns Apartments	121	120	1	99.17%
Elmwood Gardens	200	198	2	99.00%
Scattered Sites	321	317	4	98.75%
<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	97	5	95.10%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%

**TOTAL ASSISTED MKT RATE UNITS**

**107**

**102**

**5**

**95.33%**

**Total No.**

**Tax Credit Properties**

**Units**

**Occupied**

**Vacant**

**% Occupied**

Marygale Apartments

37

36

1

97.30%

Browns School Apts

34

32

2

94.12%

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%

**TOTAL TAX CREDIT UNITS**

**200**

**197**

**3**

**98.50%**

**Total Number of People Served**

**2,495**

**Total Number of Veterans Housed**

**59**

Apr-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2047  
TOTAL HCV HOUSEHOLD MEMBERS 4169

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
16	1	15	24	590 Kimball Street # 106	MANCHESTER, NH 03102
				590 Kimball Street # 305	MANCHESTER, NH 03102
				590 Kimball Street # 208	MANCHESTER, NH 03102
				590 Kimball Street # 202	MANCHESTER, NH 03102
				590 Kimball Street # 101	MANCHESTER, NH 03102
				590 Kimball Street # 306	MANCHESTER, NH 03102
				590 Kimball Street # 102	MANCHESTER, NH 03102
				122 Market Street # 2B	MANCHESTER, NH 03101
				600 Maple Street # 102	MANCHESTER, NH 03104
				11 Log Street # 215	MANCHESTER, NH 03102
				790 S. Porter Street # 22	MANCHESTER, NH 03103
				219 Amory Street # 1	MANCHESTER, NH 03102
				436 Rimmont Street	MANCHESTER, NH 03102
				49 Manchester Street # 2	MANCHESTER, NH 03101
				49 Manchester Street # 9	MANCHESTER, NH 03101

24  
**TOTAL NUMBER OF VETERANS HOUSED**  
160

May-24  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2031  
TOTAL HCV HOUSEHOLD MEMBERS 4110

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
19	3	15	17	435 Amory Street # 201	MANCHESTER, NH 03102
				122 Market Street # 4B	MANCHESTER, NH 03101
				163 S Beech Street # 205	MANCHESTER, NH 03103
				509 Beech Street # 6	MANCHESTER, NH 03103
				750 S Porter Street # 201	MANCHESTER, NH 03103
				84 Karatzas Street # 306	MANCHESTER, NH 03104
				590 Kimball Street # 105	MANCHESTER, NH 03102
				590 Kimball Street # 108	MANCHESTER, NH 03102
				590 Kimball Street # 302	MANCHESTER, NH 03102
				590 Kimball Street # 308	MANCHESTER, NH 03102
				105 West River Road 38	MANCHESTER, NH 03104
				641 Hayward Street # 302	MANCHESTER, NH 03101
				49 Manchester Street # 24	MANCHESTER, NH 03101
				49 Manchester Street # 18	MANCHESTER, NH 03101
				20 Marshall Street	NASHUA NH 03060

17  
**TOTAL NUMBER OF VETERANS HOUSED**  
161

**HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM**

**May-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	194
From Roll Over Funding	\$ -	\$ 216,722.94	
From New Funding (300K)	\$ 13,577.00	\$ 230,299.94	
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	208
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	49
From Roll Over Funding	\$ -	\$ 2,048.20	
From New Funding (300K)	\$ 160.00	\$ 2,208.20	
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	59
From Roll Over Funding	\$ -	\$ 72,216.86	
From New Funding (300K)	\$ 570.00	\$ 72,786.86	
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		\$ 9,138.08	
CIP#611224 New Funding Paid Out (300K)		\$ 130,744.08	
CIP# 611224 Admin Fees YTD		\$ 6,250.00	
CIP#611224 Total Project Expenditure YTD		\$ 136,994.08	
Total of Funding Paid w/o Roll Over YTD		\$ 636,994.08	
Total Funding Paid with Roll Over YTD		\$ 638,183.63	
Total Funding Available (Including Available Roll Over)		\$ 172,142.00	



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 18<sup>th</sup> and will run through August 30<sup>th</sup>. 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 8<sup>th</sup> from 1-2 p.m. Kelley Falls on July 18<sup>th</sup> and August 1<sup>st</sup>

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

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

Program	Account Description	2024		July 2024		July 2024		2023		July 2023		YTD Difference
		Annual Budget	5,917,476	July 2024 Y-T-D Budget	July 2024 Y-T-D Actual	Annual Budget	July 2023 Y-T-D Budget	July 2023 Y-T-D Actual				
<b>Total AMPS</b>	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	4,885,152	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	4,037,188	359,273	
	All Other Income	910,471	758,726	880,208	121,482	934,347	778,623	783,756	934,347	783,756	5,134	
	<b>Total Income</b>	<b>12,207,020</b>	<b>10,172,517</b>	<b>10,379,137</b>	<b>206,620</b>	<b>11,010,345</b>	<b>9,175,288</b>	<b>9,706,096</b>	<b>11,010,345</b>	<b>9,706,096</b>	<b>530,809</b>	
	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	3,377,571	(147,387)	
	Tenant Services	182,350	151,958	74,003	(77,956)	164,600	137,167	104,478	164,600	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	1,735,216	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	1,351,858	(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	1,981,677	(135,907)	
	Extraordinary Maint.	18,000	15,000	4,299	(10,701)	75,000	62,500	28,187	75,000	28,187	(34,313)	
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>9,721,875</b>	<b>9,171,230</b>	<b>(550,644)</b>	<b>10,825,773</b>	<b>9,021,478</b>	<b>8,578,987</b>	<b>10,825,773</b>	<b>8,578,987</b>	<b>(442,490)</b>	
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>450,642</b>	<b>1,207,907</b>	<b>757,265</b>	<b>184,572</b>	<b>153,810</b>	<b>1,127,109</b>	<b>184,572</b>	<b>1,127,109</b>	<b>973,299</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

## 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%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1156</b>	<b>13</b>	<b>98.89%</b>
<b><u>Assisted Market Rate Property</u></b>				
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%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>100.00%</b>

**Total Number of People Served**

**2,442**

**Total Number of Veterans Housed**

**66**

**Jun-24  
Month to Month Comparison**

**2027**  
**TOTAL VOUCHERS UTILIZED**  
**TOTAL HCV HOUSEHOLD MEMBERS**

**4096**

<b>VOUCHERS ISSUED</b>	<b>VOUCHERS EXPIRED</b>	<b>VOUCHERS LEASED</b>	<b>END OF PARTICIPATION</b>	<b>ADDRESS OF NEW UNITS UNDER LEASE</b>	<b>PORT OUTS/CITY LEASED UP</b>
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**

**2026**  
**TOTAL VOUCHERS UTILIZED**  
**TOTAL HCV HOUSEHOLD MEMBERS**

**4085**

<b>VOUCHERS ISSUED</b>	<b>VOUCHERS EXPIRED</b>	<b>VOUCHERS LEASED</b>	<b>END OF PARTICIPATION</b>	<b>ADDRESS OF NEW UNITS UNDER LEASE</b>	<b>PORT OUTS/CITY LEASED UP</b>
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	

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, September 17, 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. Approval of the Annual Budget to be submitted to HUD**
  - b. Authorizing the MHRA Commission Chairman, and Catherine Naczas to execute the 75 W. Baker Street loan agreement between MHRA and Baker Street development Corporation**
  - c. Approving and Authorizing Award of a Contract for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH**
  - d. Approving and Authorizing the Write off of Certain Unpaid Public Housing Tenant-Related Expense**
- 4. Approval of Minutes:** Minutes of the Meeting of August 20, 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. Burns Bldg – electrical Upgrades
  - c. Kelley Falls – 3 buildings roof upgrade
  - d. Main Office parking lot expansion and site improvements

198 Hanover Street, Manchester, New Hampshire 03104-6125  
603 624-2100 FAX 603 624-2103 TDD 1 800-545-1833, ext. 590  
MHRA complies with the Fair Housing Act and provides accommodations to persons with disabilities.  
For language assistance: Please contact us for an explanation or more information.



**7. Public Housing Operations**

- a. Tax Credit Properties Occupancy report
- b. Public Housing Occupancy update
- c. Inspection Services update
- d. Maintenance update

**7. 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
- b. Kelley Falls Fence Project

**12. Executive Director's Report**

- a. Federal government budget, continuing resolution and Save Act

**13. Other Business**

**14. Adjourn**





Catherine Naczas  
*Executive Director*

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

**David H. Quinn**  
*Chair*

**Steven C. Duffley**  
*Vice-Chair*

**Andrew Papanicolau**  
*Commissioner*

**Mike Lopez**  
*Commissioner*

**Thomas Hickman**  
*Commissioner*

MEMO TO: Catherine Naczas  
FROM: Regine Pelletier-Tracy, Finance Director  
SUBJECT: Operating Budgets, Fiscal Year 10/01/24-09/30/25  
DATE: September 17, 2024

---

Included herein for your review are the Operating Budgets for the fiscal year 10/01/24-09/30/25, plus the required resolution to approve the Public Housing Project Based Operating Budget, and Section 8 Program Budgets.

The attached 2024-2025 Operating expense for Manchester Housing and Redevelopment Authority total \$40,304,925.

Included in the \$40,304,925 are expenses for Public Housing in the amount of \$12,155,738; Section 8 Housing Choice Voucher, Mainstream, SRO and EHV of \$27,891,506 and Capital Fund of \$257,681.

Thank you.





Catherine Naczas  
*Executive Director*

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

**David H. Quinn**  
*Chair*

**Steven C. Duffley**  
*Vice-Chair*

**Andrew Papanicolau**  
*Commissioner*

**Mike Lopez**  
*Commissioner*

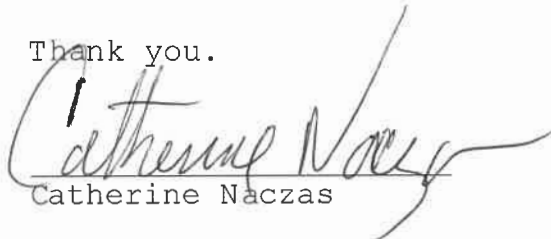
**Thomas Hickman**  
*Commissioner*

MEMO TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
DATED: September 17, 2024  
RE: Operating Budgets, Fiscal Year 10/01/24 to 09/30/25

---

I have reviewed the attached information and recommend approval.

Thank you.

  
Catherine Naczas





**RESOLUTION NO. 5673**

**APPROVING BUDGETS FOR FISCAL YEAR**

**COMMENCING OCTOBER 1, 2024 AND CONCLUDING SEPTEMBER 30, 2025**

**WHEREAS**, the Commissioners of the Manchester Housing and Redevelopment Authority reviewed and considered budgets for the Low Rent Public Housing Project Based Program, the SRO Rehabilitation, Mainstream, Emergency Housing Vouchers and the Section 8 Housing Choice Voucher (HCV) programs.

**WHEREAS**, the proposed expenditures are necessary to the efficient and economical operation of the programs and all proposed charges and expenditures will be consistent with provisions of law and regulations of the U.S. Department of Housing and Urban Development, State of New Hampshire and City of Manchester:

**NOW, THEREFORE, BE IT RESOLVED:**

That the Annual Operating expense budgets for the Low Rent Public Housing Project Based Program in the amount of \$12,155,738; the Section 8 and Housing Choice Voucher Programs in the amount of \$27,891,506; the Capital Fund Grant expense in the amount of \$257,681, all of which total \$40,304,925 for the fiscal year commencing October 1, 2024 and ending September 30, 2025, are hereby accepted and approved.

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**Manchester Housing & Redevelopment Authority**  
**Budget Fiscal Year 2025**  
**Summary and Assumptions**

- Expenses were generally based on historical data.

<ul style="list-style-type: none"> <li>• <b>Capital Fund Operation Income</b></li> </ul>	<p>In 2024 we received \$803,490 in CFP income, which represents 25% of \$3.21 million CFP 2024 Grant. For 2025, we based anticipated income on the same amount - \$3.21 million grant, therefore \$803,490 in income.</p>
<ul style="list-style-type: none"> <li>• <b>Other Income</b></li> </ul>	<p>Other Income includes cell tower rental for AMP 5 and AMP 8, it also includes work order fees, late fees, Adjustments and non-sufficient funds fees.</p>
<ul style="list-style-type: none"> <li>• <b>Salaries</b></li> </ul>	<p>* Salaries include a 2.5% COLA.</p>
<ul style="list-style-type: none"> <li>• <b>Dwelling Rent</b></li> </ul>	<p>* Calculated dwelling rent based on the last nine months and annualized.</p>
<ul style="list-style-type: none"> <li>• <b>Subsidy</b></li> </ul>	<p>* Used subsidy numbers based on actual YTD.</p>
<ul style="list-style-type: none"> <li>• <b>Health Insurance</b></li> <li>• <b>All other Housing Insurance</b> (Building, auto, D&amp;O, Workers Comp...)</li> </ul>	<p>* Included a 9% increase, in anticipation of HealthTrust cost announcement. Used same plans as last year.          * Included a 5% increase in other insurance based on historical data.</p>
<ul style="list-style-type: none"> <li>• <b>Others</b></li> </ul>	<p>* In addition to Community Police of \$131,000, we also have \$224,000 in additional safety security for PH, \$75,775 for COCC and \$59,000 for Tarrytown for a total of \$489,775.</p>
<ul style="list-style-type: none"> <li>• <b>Equipment/ Vehicles</b></li> <li>• <b>Assumptions</b></li> </ul>	<p>* Routine replacement of vehicles via corporate government program.          * 1 Lawn tractor for \$4,000 for AMP 4          * 1 Electric Pallet Jack for \$3,000 for AMP 8          * 1 Large TV for \$1,000 for Tarrytown Road.          * 1 storage container for CMF \$5,000 for CMF          * Misc equipment \$8,000 spread through each AMP</p> <p><b>Scenarios: Risk &amp; Opportunities</b></p> <ol style="list-style-type: none"> <li>1. Units leased could be better than budgeted and we would realize more Rental Income. Currently we estimate 98% occupancy.</li> <li>2. The Capital Fund Operating Line is anticipated to be at least equal to what we receive currently. Current federal budget calls for an increase in Capital Fund monies. Income could be higher than projected.</li> <li>3. Time of hiring vacant positions could end up costing less than the full salary/benefits budgeted, given timing of onboarding of new employees and retirement dates.</li> <li>4. We could end up getting less subsidy than 97% since historically we have received as low as 95% funding, which would result in a loss in subsidy income. However, federal budget projections are approximately 1% more subsidy for housing authorities.</li> <li>5. S-8 could be receiving more in Administrative Fees based on the vouchers leased, bringing a higher income.</li> <li>7. Tarrytown Road could possibly receive an increase in rental income with more vouchers being used at the property.</li> </ol>

### Public Housing Summary

	<b>AMP 1 Elmwood Trahan St.</b>	<b>AMP 2 Kelley Falls Kimball St.</b>	<b>AMP 3 Scattered Eld</b>	<b>AMP 4 Scattered Fam</b>	<b>AMP 5 O'Malley/Kaliva s Chestnut St.</b>	<b>AMP 8 Pariseau/Burns Amory/So. Main St.</b>	<b>AMP 15 Gallen Hanover St.</b>	<b>AMP 16 W. Scattered Eld</b>	<b>Total</b>
<b>Total AMPS</b>	<b>200 units</b>	<b>132 units</b>	<b>190 units</b>	<b>63 units</b>	<b>100 units Omalley</b>	<b>100 units Pariseau</b>	<b>95 units</b>	<b>68 units</b>	<b>1169 units</b>
<b>Bedrooms</b>									
0 Bedroom	-	-	6		38	58		2	
1 Bedroom	12	14	167		162	156	89	63	
2 Bedrooms	81	58	17	6		7	6	3	
3 Bedrooms	87	60		54					
4 Bedrooms	17			3					
5 Bedrooms	3								
Resident Dwelling Rent	1,470,000	700,000	802,000	535,119	890,000	1,100,000	365,000	250,000	6,112,119
Other Income	20,000	17,000	9,500	17,000	17,000	17,000	17,000	17,000	131,500
Interest	11,300	12,000	4,000	10,000	50	13,000	14,000	3,000	67,350
HUD Operating Subsidy	989,750	662,750	712,000	264,000	963,805	881,500	527,000	280,000	5,280,805
Operations Capital Fund	41,866	317,496	156,293	-	-	-	94,896	192,939	803,490
Reserve	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>2,532,916</b>	<b>1,709,246</b>	<b>1,683,793</b>	<b>826,119</b>	<b>1,870,855</b>	<b>2,011,500</b>	<b>1,017,896</b>	<b>742,939</b>	<b>12,395,264</b>
Admin Salaries	164,227	110,172	137,655	52,574	149,186	158,804	81,972	46,666	901,255
Accrued time	8,000	10,000	(30,000)	5,000	7,500	11,000	6,500	6,000	24,000
COCC Costs	274,319	194,418	228,741	92,682	210,663	207,871	99,369	100,038	1,408,101
Maintenance Salary	417,163	302,374	345,949	144,090	293,847	279,281	137,557	155,526	2,075,788
Residents Service Salary	45,983	45,781	13,322	1,518	18,372	18,531	10,896	5,556	159,959
Benefits	348,003	254,234	275,644	109,931	255,941	253,284	127,817	115,237	1,740,092
Sundry	42,850	33,325	33,300	14,325	36,500	38,050	17,725	17,275	233,350
Legal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	120,000
Travel	325	300	250	150	300	400	200	200	2,125
Audit	5,725	3,600	4,400	1,750	4,000	4,500	2,200	2,000	28,175
Resident Services	10,000	8,000	3,100	3,350	4,800	6,100	2,600	1,400	39,350
Community Police	39,526	17,178	2,000	8,371	16,090	22,178	23,265	2,392	131,000
Insurance	104,000	96,000	85,000	36,000	83,000	96,000	54,000	35,000	589,000
PILOT	85,700	39,588	53,510	36,704	54,914	70,860	21,680	13,812	376,769
Collection Losses	10,000	10,000	5,000	2,000	12,000	15,000	10,000	100	64,100
Interest on Debt	14,165	4,207	37,674	2,128	10,330	20,813	35,946	3,610	128,874
Water	49,000	28,000	21,500	19,000	17,000	20,400	6,000	8,000	168,900
Sewer	107,000	60,000	50,000	41,000	41,500	50,000	14,000	22,000	385,500
Electric	215,000	45,000	40,000	12,000	183,000	204,000	53,000	11,000	763,000
Gas	210,000	150,000	125,000	86,000	64,000	85,000	60,000	60,000	840,000
Materials	13,000	21,000	20,000	12,000	19,000	18,000	9,000	11,000	123,000
Vehicle Parts	2,200	750	1,000	450	500	500	650	400	6,450
Inventory Adjustment	-	-	-	150	-	250	-	100	500
Material Hardware	1,000	400	150	350	250	1,000	50	50	3,250
Tools	2,700	2,000	2,000	2,000	2,000	2,500	1,500	2,000	16,700
Material Plumbing	25,000	10,000	14,000	11,000	10,000	14,000	10,000	9,000	103,000

Material Electrical	1,500	1,200	1,000	1,200	2,500	1,500	1,000	1,000	10,900
Material Carpentry	10,000	5,500	3,500	15,000	8,000	8,000	2,000	1,000	53,000
Gas & Oil	6,000	6,000	6,200	3,000	2,000	3,200	1,500	1,000	28,900
Materials Paint	4,000	1,200	350	350	1,500	3,000	1,000	200	11,600
Fencing & Landscaping	2,000	1,700	50	1,000	1,000	2,700	1,700	500	10,650
Cleaning Supplies/Paper Goods	500	200	200	100	250	500	250	50	2,050
Material Glass	-	-	-	-	-	-	-	-	-
Machinery Parts	500	250	350	500	500	450	300	150	3,000
Windows/Roofing/Doors	1,500	-	500	400	5,000	-	-	50	7,450
Uniform/Boots	2,400	2,500	2,500	800	2,000	2,000	850	1,000	14,050
Material Misc.	7,500	2,500	2,200	4,000	4,100	7,500	3,000	1,000	31,800
Stoves/Refrigerators	-	-	-	250	-	-	-	-	250
Door Locks/Strikes	500	2,500	550	1,000	500	1,000	1,200	500	7,750
Material Exterminating	50	150	250	50	200	150	50	50	950
Equipment	2,850	3,000	3,000	2,000	5,250	4,000	2,000	1,000	23,100
Auto & Truck Repair	7,000	7,500	5,500	2,000	4,000	4,000	2,000	2,000	34,000
Vehicle Leasing	43,896	33,948	39,600	9,600	13,200	21,600	18,600	10,800	191,244
Pager/Answering/Cell	3,060	2,000	3,000	1,000	2,900	3,200	1,500	1,000	17,660
Snowblower/Lawnmower repair	2,500	1,000	1,500	1,100	2,000	1,500	500	300	10,400
Elevator Maintenance	-	-	-	-	15,000	12,000	12,000	-	39,000
Welding/Locksmith	2,500	750	250	500	500	1,000	2,500	500	8,500
Contract Plumbing	20,000	6,000	6,500	3,200	5,000	12,000	8,000	2,000	62,700
Contract Electrical	7,000	6,500	6,000	5,000	10,000	10,000	1,500	6,000	52,000
Contract Exterminating	15,000	9,000	13,000	5,500	35,000	35,000	12,000	11,000	135,500
Equipment Repairs	500	500	1,000	400	1,500	750	250	100	5,000
Boiler Repairs	5,000	-	1,000	500	1,000	1,000	500	300	9,300
Contract Misc.	24,600	10,000	14,450	5,500	15,000	17,000	8,500	7,000	102,050
Contract Cleaning/Painting	-	-	-	-	-	-	-	-	-
Repairs for Physical Inspection	-	-	-	-	-	-	-	-	-
Contract Fire & Security Alarm	2,000	1,000	2,000	1,000	10,000	10,000	2,500	1,000	29,500
Safety	10,000	5,000	-	3,000	71,000	53,000	80,000	2,000	224,000
Legal advice on Union Issues	7,500	2,000	5,000	1,000	3,500	4,000	1,500	1,200	25,700
Flooring/Carpeting/Tile	10,000	8,000	15,000	10,000	10,000	10,000	1,000	10,000	74,000
Appliance Repair	-	-	-	250	500	-	150	-	900
Roof Repairs	500	500	-	-	500	-	-	-	1,500
Lawn/Tree Care	28,000	13,000	9,500	6,000	10,000	8,850	1,000	8,500	84,850
Window Screen Repair	5,000	3,500	2,500	5,800	8,000	4,000	3,000	2,500	34,300
Ameresco Utility Procurement	5,778	2,777	5,489	2,000	5,778	6,385	2,000	1,965	32,171
Trash Removal	20,000	70,000	4,000	2,000	40,000	40,000	20,000	-	196,000
Transfer Station	4,000	2,000	2,500	2,200	1,500	1,000	1,000	200	14,400
Payroll Processing Expense	2,650	1,800	2,000	1,000	2,000	2,000	925	1,000	13,375
Property Damage	12,831	8,469	12,190	4,042	12,832	14,179	6,095	4,362	75,000
Extraordinary Repairs	-	-	-	-	-	-	-	-	-
Other General Expense	5,000	-	-	-	-	-	-	-	-
Prior Year Adjustment									5,000
Gain/Loss on sale of Equip	-	-	-	-	-	-	-	-	-
Contingency Expense	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	40,000
<b>Total Expenses</b>	<b>2,498,501</b>	<b>1,688,271</b>	<b>1,661,824</b>	<b>816,766</b>	<b>1,828,204</b>	<b>1,924,785</b>	<b>1,007,798</b>	<b>729,590</b>	<b>12,155,738</b>
<b>Surplus (Deficit)</b>	<b>34,415</b>	<b>20,975</b>	<b>21,969</b>	<b>9,353</b>	<b>42,651</b>	<b>86,715</b>	<b>10,098</b>	<b>13,349</b>	<b>239,526</b>

Manchester Housing Authority Fiscal Year 2024 SRO	
<b>S-8 Single Room Occupancy Program</b> 10/01/24 - 09/30/25	
The Section 8 Moderate Rehabilitation Housing Program consists of 23 units under contract of Section 8 Single Room Occupancy (SRO) Housing. The Manchester Housing and Redevelopment Authority receives a fee of \$109.63 for each unit under contract. Shown below are anticipated income and expenses for the 2024-2025 fiscal year.	
<b>Income</b>	
Administrative Fee 23 units X 108.03 X 12	30,258
Audit	90
Interest	4,600
HAP Income	139,104
<b>Total Income</b>	<b>174,052</b>
<b>Expenses</b>	
Salaries	9,340
Benefits	5,181
Accrued Sick & Vacation	150
COCC Costs	4,331
Legal	100
Audit	90
Sundry	1,300
Rent Expense	420
PHA-Web Software	200
IT Consulting	175
Criminal Check	60
Vehicle Leasing	150
Contract Misc	700
Insurance	900
Payroll Processing expense	50
HAP Expense	139,104
<b>Total Expenses</b>	<b>162,250</b>
<b>Surplus/(Deficit)</b>	<b>11,802</b>

Manchester Housing Authority Fiscal Year 2024 HCV	
<b>S-8 Housing Choice Voucher Program</b> 10/01/24 - 09/30/25	
Shown below are anticipated income and expenses for the 2022-2023 fiscal year.	
<b>Income</b>	
Administrative Fee	2,255,000
Audit	8,500
Family Self Sufficiency	-
Repayments	10,000
HAP Income	24,500,000
<b>Total Income</b>	<b>26,773,500</b>
<b>Expenses</b>	
Salaries	896,594
Benefits	497,340
Accrued Time	16,000
COCC Costs	415,734
Audit	8,500
Legal	4,000
Travel	50
Sundry Membership	13,000
Sundry Telephone	11,000
Sundry Cellphone pager	3,600
Sundry Training	12,000
Sundry Tuition Reimbursement	-
Sundry Office Supplies	15,000
Sundry Postage	20,500
Sundry Copier Maintenance	7,000
Sundry Advertising	25
Sundry Publications	250
Sundry Gas & Oil	300
Sundry Rentals/Repairs	1,000
Sundry Rent Expense	39,168
Sundry Collection Agency	-
Sundry Other	14,000
PHA-Web Software	11,000
IT Consulting	17,000
Vehicle Leasing	12,500
Contract Misc	40,000
Fees to other PHA	80,000
Criminal Records	5,500
Insurance	80,000
Payroll Processing Exp	3,600
Salary charged to City Program	-
HAP Expense	24,500,000
<b>Total Expense</b>	<b>26,724,661</b>
<b>Surplus/(Deficit)</b>	<b>48,839</b>

Manchester Housing Authority Fiscal Year 2024 Mainstream	
<b>Mainstream Vouchers</b> 10/01/24 - 09/30/25 52 Vouchers	
52 vouchers	
<b>Income</b>	
Administrative Fee 52 Vouchers @109.63 X12	68,409
Audit	180
HAP Expense	616,236
<b>Total Income</b>	<b>684,825</b>
<b>Expenses</b>	
Salaries	18,679
Benefits	10,361
Accrued Sick & Vacation	1,700
COCC Costs	8,661
Legal	200
Audit	180
Sundry	3,500
Rent Expense	850
PHA-Web Software	300
IT Consulting	350
Criminal Check	150
Vehicle Leasing	312
Contract Misc	1,400
Insurance	2,100
Payroll Processing expense	100
HAP Income	616,236
<b>Total Expenses</b>	<b>665,079</b>
<b>Surplus/(Deficit)</b>	<b>19,746</b>

Manchester Housing Authority Fiscal Year 2024 EHV	
<b>Emergency Housing Vouchers</b> 10/01/24 - 09/30/25 27 vouchers	
27 vouchers	
<b>Income</b>	
Administrative Fee 25 Vouchers @109.63 x 12	35,520
Audit	90
Interest	-
HAP Income	315,000
<b>Total Income</b>	<b>350,610</b>
<b>Expenses</b>	
Salaries	9,340
Benefits	5,181
Accrued Sick & Vacation	850
COCC Costs	4,331
Audit	90
Legal	100
Sundry	1,450
Rent Expense	420
PHA-Web Software	200
IT Consulting	175
Criminal Check	600
Vehicle Leasing	180
Contract Misc	650
Insurance	900
Payroll Processing expense	50
HAP Expense	315,000
<b>Total Expenses</b>	<b>339,516</b>
<b>Surplus/(Deficit)</b>	<b>10,258</b>



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

MEMO

To: Board of Commissioners  
From: Catherine Naczas, Executive Director  
RE: Loan Agreement between MHRA and Baker Street Development Corp.  
Date: September 12, 2024

---

I have reviewed the attached loan agreement and note for a \$100,000 loan, with a zero percent interest rate and term of 15 years. This loan will be used by Baker Street Development Corp to repay a NH Housing ARPA loan made for the rehabilitation of 75 W. Baker Street. Whereas MHRA desired to see 75 W. Baker Street redeveloped for the benefit of veterans housing, I would recommend that the board authorize the chairman, David Quinn, and Catherine Naczas to execute these loan documents.

  
Catherine Naczas



# LOAN AGREEMENT

**THIS LOAN AGREEMENT** (the “**Agreement**”) dated this \_\_\_\_ day of September, 2024, by and between Baker Street Development Corporation with an address of \_\_\_\_\_ (the “**Borrower**”), and Manchester Housing and Redevelopment Authority with an address of \_\_\_\_\_ (the “**Lender**”),

**WHEREAS**, Borrower wishes to borrow One Hundred Thousand Dollars (\$100,000.00) from Lender as evidenced by a certain Promissory Note (the “**Note**”) of even date on the terms and conditions referred to more particularly herein, it being agreed by the undersigned, that the purpose of the Note shall be for the rehabilitation of 75 W. Baker Street, a multi-family property consisting of three units for the benefit of veteran families;

**WHEREAS**, the parties wish to provide in further detail herein the terms on which the Loan to be made hereunder will be administered, and for certain restrictions upon Borrower while any portion thereof remains unpaid;

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and agreements herein contained, the parties agree as follows:

## 1. DEFINITIONS.

For purposes of this Agreement:

1.01 The “Agreement” refers to this Loan Agreement, and to all annexes, schedules and exhibits forming a part of it.

1.02 The “Event of Default” refers to any of the events of default described in Section 6 herein.

1.03 The “Indebtedness” refers to the aggregate principal sum of One Hundred Thousand Dollars (\$100,000.00), or so much thereof as may be outstanding from time to time, together with interest thereon at the rate stated herein, and any other amounts which may become due and payable under the Note or any other Loan Document.

1.04 The “Loan” refers to the \$100,000.00 Loan described in Section 2.01 below.

1.05 The “Note” collectively refers to a certain One Hundred Thousand (\$100,000.00) Promissory Note from Borrower, delivered to evidence Borrower's obligations to the Lender of the Loan.

1.06 The “Loan Documents” refer to the \$100,000 Note, the Loan Agreement, and all other instruments, documents or writings executed or delivered (or to be executed or delivered) by the Borrower to the Lender in connection with this transaction.

## 2. THE LOAN.

2.01 \$100,000 Loan. The Lender agrees to lend to Borrower the aggregate sum of One Hundred Thousand (\$100,000.00) Dollars. During the Term (hereinafter defined) of the \$100,000.00 Loan, the outstanding principal balance shall bear interest at a rate of zero (0.00%) percent, except in the Event of Default under the terms of the Note or any related Loan Documents.

2.02 Repayment. The terms of repayment are as set forth in the \$100,000 Note.

2.03 Prepayment Penalty / \$100,000.00 Loan. The Borrower shall have the right to prepay the whole or any part of the outstanding principal balance of the Indebtedness on any date during the term of the \$100,000 Loan, provided that any partial prepayment shall not affect Borrower's obligation to continue to make the regularly scheduled monthly payments provided for herein. No prepayment shall affect Borrower's obligation to make any payments of principal and interest required herein

### **3. DISBURSEMENT OF LOAN PROCEEDS.**

The Lender shall disburse loan proceeds of the Loan as follows:

3.01 Closing. The obligation of the Lender to close on the Loan to Borrower in an aggregate amount equal to One Hundred Thousand (\$100,000.00) Dollars which shall be applied to the acquisition of the Premises is subject to the condition (in addition to all other requirements of this Agreement) that each of the following shall have been delivered to or performed with respect to the Lender prior to the closing of the Loan, that the form and substance of each shall be acceptable to the Lender, and that none of them shall be, or shall have been, amended without the consent of the Lende:

- (a) The executed \$100,000 Note;
- (b) Subject to any limitations stated therein or in connection therewith, all financial statements and data and all other documents which have been or shall hereafter be furnished to the Lender to induce it to enter into this Agreement, which do or will fairly represent the financial condition of the Borrower, is or will be accurate, true and complete in all material respects, and do not, or will not mistake a material fact or omit to state a fact which is material to a consideration of a transaction provided herein;
- (c) There is not now pending against the Borrower nor is there threatened, any litigation or any proceedings the outcome of which might adversely affect the financial condition or the continued operation of the Borrower; and
- (d) Such other or further documents, data or information with respect to the Premises satisfactory to the Lender in all respects.

### **4. REPRESENTATIONS.**



4.01 The Borrower represents and warrants that:

- (a) Authority of Borrower. The Borrower has full power and authority to enter into this Agreement and to borrow hereunder, to execute and deliver this Agreement and any other documents the purpose of which are to evidence or secure the Loan and to incur the obligations provided for herein and in the Loan Documents.
- (b) Enforceability of Loan Documents. This Agreement and the Loan Documents constitute the valid and legally binding obligations of the Borrower enforceable in accordance with their terms; provided, that the enforceability of any provisions in the Loan Documents, or any of its rights granted to the Lender pursuant thereto, may be subject to and affected by applicable bankruptcy, insolvency, reorganization, moratorium or similar laws affecting the rights of creditors generally and that the right of the Lender to specifically enforce any provisions of the Loan Documents is subject to general principals of equity;
- (c) No Actions or Suits Against Borrower. There are no actions, suits or proceedings pending or to the knowledge of the Borrower threatened against or affecting the assets of the Borrower, the Premises or the improvements thereon; and to the Borrower's knowledge, the Borrower is not in default with respect to any order, writ, injunction, decree or demand of any court;
- (d) Authority to Execute Documents. The consummation of the transactions hereby contemplated and performance of this Agreement, the Promissory Note, and the other Loan documents will not result in any breach of, or constitute a default under, any mortgage, deed of trust, lease, Lender loan, or credit agreement or other instrument to which the Borrower is a party or by which either may be bound or affected;
- (e) Liens on Collateral. The Borrower has not made and will not make any contract or arrangement of any kind, the performance of which by the other party thereto would give rise to a lien on the Premises;
- (f) Usury. The Loan is not usurious and the Borrower has no offsets or defenses with respect thereto;
- (g) Compliance. The Borrower shall fully cooperate and adjust for clerical errors, on any and all loan closing documentation deemed necessary or desirable in the reasonable discretion of Lender;
- (h) No Defenses to Loans. The Borrower has no offsets or defenses with respect to the Loan;
- (i) No Pending Litigation. There is not now pending against the Borrower, nor is there threatened, any litigation or any proceedings the outcome of which might adversely affect the financial condition or the continued operation of the Borrower;

- (j) Financial Statements. Subject to any limitations stated therein or in connection therewith, all financial statements and data and all other documents which have been or shall hereafter be furnished to the Lender to induce it to enter into this Agreement or to continue to perform and to make disbursements hereunder, do or will fairly represent the financial condition of the Borrower, is or will be accurate, true and complete in all material respects, and do not, or will not mistake a material fact or omit to state a fact which is material to a consideration of a transaction provided herein; and
- (k) Compliance With Applicable Statutes, etc. The Borrower will maintain compliance, in all material respects, with all statutes, regulations, ordinances, directives, and orders of every federal, state, municipal or other governmental authority which has or claims jurisdiction over it, any of its assets, or any person in any capacity under which it would be responsible for the conduct of such person and does not use any of its assets in violation of any insurance policy carried by it;

## **5. BORROWER'S AFFIRMATIVE COVENANTS.**

During the term of the Loan, Borrower shall:

5.01 Books and Records. Keep proper books of record and account in a manner consistent with past practices in which full, true and correct entries in accordance with generally accepted accounting principles shall be made of all dealings or transactions in relation to Borrower's business and activities.

5.02 Notices. Promptly becoming aware thereof, the Borrower shall give Lender written notice of (a) any event of default as described herein, in the Notes or any related Loan Document, together with a written statement setting forth the details thereof, and the action being taken by the Borrower to remedy same, (b) any material adverse change in the business, operations or condition; financial or otherwise, of Borrower, or the Premises, or (c) the commencement, existence or threat of any proceeding by or before any court or agency against or effecting Borrower which if adversely decided, would have a material adverse effect on the business, operations or condition, financial or otherwise, of Borrower or on Borrower's ability to perform Borrower's obligations hereunder or under the Loan Documents.

5.03 Payments Due Lender. Borrower shall pay promptly when due all amounts due and owing to the Lender under this Agreement.

5.04 Additional Financing. The Borrower shall not borrow any money from any third party or incur additional debt without the prior written approval of the Lender or except as specifically permitted herein. The Borrower shall not loan or provide financing or guarantee any third party obligation of any sort to any third party, except as provided herein, without the prior written consent of the Lender.

## **6. EVENTS OF DEFAULT.**

6.01 Events of Default. The following shall constitute Events of Defaults hereunder:

- (a) failure of Borrower to make any payment required under the terms of the Note or any related Loan Documents on the date said payment is due; or
- (b) the occurrence of any non-monetary default as specified in this Loan Agreement, the Note or any Loan Documents between the Borrower and Lender which is not cured within any applicable grace period provided for herein, if any; or
- (c) the death of either Borrower or sale of all or substantially all of the assets of the Borrower out of the ordinary course of business; or
- (d) if Borrower executes any conditional bill of sale, chattel mortgage, or other security instrument covering any materials, fixtures, or articles incorporated in the Premises or covering articles of personal property placed in the Premises or files a financing statement publishing notice of such security instrument, or if any of such materials, fixtures or articles are not purchased so that ownership thereof will be unconditionally in Borrower, free from encumbrances, on delivery at the Premises, or if Borrower does not produce to Lender upon demand the contracts, bills of sale, statements, receipted vouchers or agreements or any of them, under which Borrower claims title; or
- (e) if at any time any representation or warranty made by the Borrower to Lender shall be incorrect in any material respect when made; or
- (f) if a lien for the performance of work or the supply of materials is recorded against the Premises and remains unsatisfied or unbonded for thirty (30) days; or
- (g) if the Premises is sold, leased, or in any manner encumbered or conveyed without consent of Lender and except as permitted herein; or
- (h) if (i) the Borrower shall voluntarily file a petition under the Federal Bankruptcy Act, as such Act may from time to time be amended, or under any similar or successor Federal statute relating to bankruptcy, insolvency, arrangements or reorganizations, or under any state bankruptcy or insolvency act, or file an answer in an involuntary proceeding admitting insolvency or inability to pay debts, or (ii) if the Borrower shall fail to obtain a stay of involuntary proceedings brought for the reorganization, dissolution or liquidation of the Borrower within thirty (30) days of said filing, or (iii) if the Borrower shall be adjudged Bankrupt or if a trustee or receiver shall be appointed for the Borrower of the property of either, or (iv) if the collateral securing this Note shall become subject to the jurisdiction of a Federal Bankruptcy court or similar state court; or
- (i) if Borrower executes any mortgage or other security instrument covering the Premises; or
- (j) this Agreement or any Loan Document ceases to be in full force and effect; or

- (k) any of the following acts or omissions by the Borrower: (a) admission in writing that it is unable to pay its debts as such debts become due; (b) making of an assignment for the benefit of its creditors; (c) filing a voluntary petition under Title 13 of the United States Code; (d) filing of any petition or answer seeking, consenting to or acquiescing in any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the federal Bankruptcy code or any other Bankruptcy or insolvency statute or law; (e) seeking, consenting to or acquiescing in the appointment of any trustee, receiver, custodian, assignee, sequestrator, liquidator or similar official of the Borrower or of all or any substantial party of any of its assets or properties; or
- (l) a transfer of ownership of the Premises or the collateral, or any part thereof, such that it would become vested in a person or entity other than the Borrower without the written consent of Lender. A "Transfer" means the conveyance of the Premises or any collateral securing the Notes or any right, title or interest therein, whether legal, beneficial or equitable; whether voluntary or involuntary; whether by outright sale, deed, installment sale contract, land contract, contract deed attachment, other encumbrances securing the payment of the money, other liens not discharged, or by sale, assignment or transfer of any beneficial interest in the entity holding title to the Premises or the collateral; or
- (m) should the Borrower default under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of the Borrower's property or the Borrower's ability to repay the Loan or perform the obligations under this Agreement or any Loan Document; or
- (n) the Premises is materially damaged or destroyed by fire or otherwise, which casualty is not insured unless the Borrower delivers to the Lender the funds necessary to repair any damage to the Premises.

#### 6.02 Default Remedies.

Upon the occurrence of an Event of Default, the Lender shall have the right in addition to any right or remedies available to it under the Mortgage or other Loan Documents, to:

- (i) Notwithstanding any language contained herein, at the Lender's option, demand that the Note becomes immediately due and payable;
- (ii) At Lender's option, to pay all costs and expenses of maintenance arising therefrom, and to cause the net proceeds from its management to be applied in reduction of the Borrower's indebtedness. Lender's exercise of its powers pursuant to this shall not constitute Lender being a mortgagee in possession, any contrary provision of law notwithstanding;
- (iii) Lender shall have the right to foreclose on the Loan Documents and shall have all other remedies available to Lender at law and in equity;

- (iv) Lender shall have no liability to Borrower upon exercise of Lender's rights hereunder other than (i) to account for net retained proceeds in excess of expenses and payments referred to herein, or (ii) any liability which may arise as a result of the Lender's gross negligence or willful misconduct. All sums expended by Lender pursuant to the rights and remedies granted herein shall be indebtedness of Borrower to Lender and shall be secured by the Loan Documents;
- (v) No failure by Lender to give notice of Lender's election to exercise Lender's rights hereunder or under any other agreement shall operate or be deemed a waiver thereof; nor a continuing waiver thereof; nor shall a failure to give notice on one occasion preclude Lender's right to give such notice of said default at a later time; and
- (vi) In the event of any default of this Loan Agreement, Lender shall be entitled to the recovery from Borrower of all reasonable legal expenses and costs incurred by Lender in protecting its rights under this Loan Agreement or enforcing any of the terms thereof.

## 7. MISCELLANEOUS.

7.01 Assignment. Borrower shall not assign or transfer Borrower's right or obligation hereunder without the prior written consent of the Lender.

7.02 Lender's Rights to Assign. Lender shall have the right, at Lender's sole discretion at any time or from time to time, to assign the Loan to another investor or lender or invite participants to participate in portions of the Loan and Borrower agrees to execute any documents reasonably requested by Lender in connection with such participation.

7.03 Modifications. Neither this Agreement nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by the party against whom enforcement of the change, waiver, discharge or termination is sought.

7.04 Notice. All notices, requests, demand, directions and other communications ("notices") under the provisions of this Agreement shall be in writing unless otherwise expressly permitted hereunder and shall be sent by first-class or first-class express mail, or by telex with confirmation in writing mailed first class, in all cases with postage or charges prepaid, and any such properly given notice shall be effective when received. All notices shall be sent to the applicable party addressed, at the addresses provided above, or in accordance with the last unrevoked written direction from any party to the other party hereto.

7.05 Entire Agreement. All representations, statements and agreements heretofore made by and between the parties concerning the Premises are merged in this Agreement, which alone fully and completely expresses their respective obligations and this Agreement is entered into by each party after opportunity for investigation, neither party relying on any statements or representations not embodied in this Agreement made by the other on its behalf.

7.06 Governing Law. This Agreement shall be governed by the laws of the State of New Hampshire.

7.07 Conflict. Where the terms of the Loan Documents and this Agreement conflict, the Loan Documents shall govern.

7.08 Broker. Borrower represents and warrants to Lender that no broker was involved in procuring the Loan in connection with the transactions contemplated hereby and agrees to indemnify and save harmless Lender from and against any and all claims for any brokerage commission arising out of the making of the Loan or the transactions contemplated hereby.

7.09 Severability. The provisions of this Agreement are intended to be severable. If any provision of this Agreement or any loan entered into as a result thereof shall be held invalid or unenforceable in whole or in part in any jurisdiction such provision shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without in any manner affecting the validity or enforceability thereof in any other jurisdiction or the remaining provisions hereof in any jurisdiction or other loans.

7.10 Compliance. From time to time upon the request of Lender, Borrower shall promptly and duly execute, acknowledge and deliver any and all such further instruments and documents as Lender may deem necessary or desirable to confirm this Agreement, the Loan to carry out the purpose and intent hereof or to enable Lender to enforce any of its rights hereunder.

7.11 Amendments. Lender and Borrower may from time to time enter into agreements amending, modifying or supplementing this Agreement or the Loan, any other Loan Document or changing the rights of Lender or of Borrower hereunder or thereunder, and Lender may from time to time grant waivers or consents to a departure from the due performance of the obligations of Borrower hereunder or thereunder from time to time, loan to loan. Any such agreement, waiver or consent must be in writing and shall be effective only to the extent specifically set forth in such writing and only with respect to the applicable Loan.

7.12 No Implied Waiver; Cumulative Remedies. No course of dealing and no delay or failure of Lender in exercising any right, power or privilege under any of the Loan Documents shall affect any other exercise thereof or exercise of any other right, power or privilege. The rights and remedies of Lender under this Agreement and the Loan Documents are cumulative and not exclusive of any rights or remedies which Lender would otherwise have under the Loan Documents, at law or in equity.

7.13 Enforceability. The interpretation, construction and enforceability of this Loan Agreement shall be governed in all respects by the local laws of the State of New Hampshire without regard to any choice of law principles. Any legal proceedings commenced by Lender or Borrower arising out of any of the transactions or obligations contemplated by this Loan Agreement shall be brought in the State Courts of New Hampshire or such other court as may be necessary to enforce the Lender's rights under this Loan Agreement or in the Collateral. The Lender and the Borrower each irrevocably and unconditionally (i) submit to the jurisdiction of such courts and agree to take any and all future action necessary to submit to such jurisdiction, (ii) waive any objection which it may now or hereafter have to the venue of any suit, action or

proceeding brought in such courts, and (iii) waive any claim that any such suit, action or proceeding brought in such court has been brought in an inconvenient forum.

7.14 Accounting. Any accounting terms used in this Agreement which are not specifically defined shall have the meanings customarily given thereto in accordance with generally accepted accounting principles.

15. WAIVER BY JURY. THE BORROWER AND THE LENDER MUTUALLY HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT OF ANY CLAIM BASED HEREON, ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS LOAN AGREEMENT OR ANY OTHER LOAN DOCUMENTS CONTEMPLATED TO BE EXECUTED IN CONNECTION HEREWITH OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF LENDER RELATING TO THE ADMINISTRATION OF THE LOANS OR ENFORCEMENT OF THE LOAN DOCUMENTS, AND AGREE THAT NEITHER PARTY WILL SEEK TO CONSOLIDATE ANY SUCH ACTION WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED. EXCEPT AS PROHIBITED BY LAW, THE BORROWER HEREBY WAIVES ANY RIGHT IT MAY HAVE TO CLAIM OR RECOVER ANY LITIGATION ANY SPECIAL, EXEMPLARY, ENHANCED COMPENSATORY, PUNITIVE OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES OTHER THAN, OR IN ADDITION TO, ACTUAL DAMAGES. THE BORROWER CERTIFIES THAT NO REPRESENTATIVE, AGENT OR ATTORNEY OF LENDER HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT LENDER WOULD NOT, IN THE EVENT OF LITIGATION, SEEK TO ENFORCE THE FOREGOING WAIVER. THIS WAIVER CONSTITUTES A MATERIAL INDUCEMENT FOR LENDER TO ACCEPT THIS AGREEMENT AND MAKE THE LOAN.

*[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGES TO FOLLOW]*

Dated this \_\_\_\_ day of September, 2024.

**LENDER:**  
Manchester Housing & Redevelopment  
Authority

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
David Quinn, Chairman  
Duly Authorized

**BORROWER:**  
Baker Street Development Corporation

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Catherine Naczas, Secretary  
Duly Authorized



## PROMISSORY NOTE

\$100,000.00

Date: September \_\_, 2024

Manchester, N.H.

FOR VALUE RECEIVED, receipt of which is hereby acknowledged, the undersigned Baker Street Development Corporation of [ADDRESS] (hereinafter "**Borrower**") promises to pay to Manchester Housing & Redevelopment Authority of 198 Hanover Street, Manchester, N.H. (hereinafter "**Lender**"), the sum of One Hundred Thousand (\$100,000) Dollars in principle at a rate of zero (0.00%) percent interest. This Note is due and payable on December 31, 2039.

Following payment of its operating expenses, Borrower annually shall pay all of its remaining net income to Lender by December 31st of each calendar year until the \$100,000 loan balance of this Note has been satisfied.

The Borrower shall have the privilege of prepaying the principal of this Note at any time during the term hereof, without penalty.

If any default shall be made in any payment due under this Note, the Lender shall be entitled to recover in accordance with the remedies or relief as may be permitted by law.

Maturity of all principal and interest due hereunder shall, at the option of Lender and upon thirty (30) days prior written notice to Borrower, be accelerated and such principal and interest be immediately due and payable upon the occurrence of any of the following events of default; (i) failure to pay when due any installment of principal or interest; and (ii) dissolution, insolvency, or the commencement of any proceedings under any bankruptcy or insolvency laws by or against Borrower. Borrower will pay all reasonable costs of collection of the indebtedness due hereunder, including reasonable attorney's fees, paid or incurred by Lender, and the same shall constitute a part of the indebtedness represented hereby and be secured by any and all collateral securing this Note.

Borrower and any other persons who are or may become parties to this Note hereby severally waive presentment for payment, demand, protest and all notices or demands of any sort whatsoever with respect to this Note, except as specifically set forth herein, and agree to any extensions of time of payment and partial payments before, at, or after maturity, to the addition or release of any other party or person primarily or secondarily liable, to the release or substitution of any or all collateral and to any other indulgence granted by Lender to any party liable hereon.

This Note may not be amended, modified or changed, nor shall any waiver of any provision hereby be effective, except only by an instrument in writing signed by the party against whom enforcement of any waiver, amendment, change, modification, or discharge is sought.

No failure by Lender to exercise, or delay in exercising, any right hereunder shall operate as a waiver of such right or any other right hereunder, nor shall any waiver by Lender be construed as a waiver of such right on any future occasion.

If any provision hereof or of any other document securing or related to the indebtedness evidenced hereby is, for any reason and to any extent, invalid or unenforceable, then neither the remainder of the document in which such provision is contained nor the application of the provision to other persons or circumstances, nor any other document referred to herein, shall be affected thereby but instead shall be enforceable to the maximum extent permitted by law.

This Note shall be construed in accordance with the laws of the State of New Hampshire.

WITNESS my hand effective this \_\_ day of September, 2024.

**BORROWER:**  
Baker Street Development Corporation

By: \_\_\_\_\_  
Catherine Naczas, Secretary  
Duly Authorized

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

Before me this \_\_\_ day of September, 2024 personally appeared before me Catherine Naczas, who acknowledged that he/she executed this instrument as a free act and deed for the purpose therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace

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MEMO

TO: Catherine Naczas, Executive Director - MHRA

FROM: Gianni D'Intino, Director of Contracting and Modernization - MHRA

RE: Approving and Authorizing Award of a Contract for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH

DATE: September 17, 2024

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To increase MHRA staff parking capacity and improve security for MHRA staff and Gallen Building residents/visitors, please review award of this contract.

Schroeder Construction Management, Inc. has successfully completed several projects for MHRA and has presented themselves as ready, willing, and capable to undertake this project.

MHRA staff has reviewed the requirements to successfully complete the work with Schroeder Construction Management, Inc. and feels confident they can fulfill the terms of the Project Manual.

Please present this to the Board of Commissioners for review. Thank you.

MEMO

TO: Board of Commissioners

FROM: Catherine Naczas, Executive Director

SUBJECT: Approving and Authorizing Award of a Contract for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH

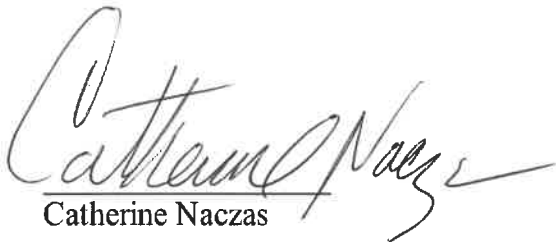
DATE: September 17, 2024

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I have reviewed the attached and recommend approval.

Thank you.

  
Catherine Naczas

RESOLUTION NO. \_\_\_\_\_

APPROVING AND AUTHORIZING AWARD OF A CONTRACT FOR  
MHRA Parking Lot Expansion and Site Improvements,  
198-200 Hanover Street, Manchester, NH

**WHEREAS**, the Manchester Housing and Redevelopment Authority solicited three bids for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH; and

**WHEREAS**, on August 29, 2024 three bids were received, opened and read aloud as follows:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BID AMOUNT</u>
Schroeder Construction Mgmt, Inc.	Nashua, NH	\$537,217.00
JH Spain Commercial Services, LLC	Concord, NH	\$615,309.35
D.L. King and Associates, Inc.	Merrimack, NH	\$712,490.00

**WHEREAS**, the lowest responsible bid is within the amount budgeted in the Authority's 2023 Capital Fund Grant,

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

1. That the lowest responsible bid from Schroeder Construction Mgmt, Inc. in the amount of \$537,217.00 for the MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH be accepted.
  2. That the Executive Director or her designee be authorized and directed to execute said Agreement for MHRA Parking Lot Expansion and Site Improvements, 198-200 Hanover St, Manchester, NH in as many counterparts as may be required.
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M E M O

TO: Catherine Naczas, Executive Director

FROM: Mike DiSabato, Housing Operations Director

RE: Write-off of Public Housing Unpaid Tenant Rent and Other Charges

DATE: September 12, 2024

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Manchester Housing and Redevelopment Authority periodically writes-off certain expenses related to its tenants which have been determined to be uncollectable such as unpaid rent, the cost to repair tenant damages to an apartment and legal fees engaged in an eviction process. These write-offs are necessary to avoid a negative impact on our PHAS score determined by HUD. Writing off these expenses does not preclude further attempts to recover such expenses from the tenant that incurred them.

Write – offs should be completed on a monthly basis. In order to qualify for an expense to be written off it needs to be in collections for a period of six months, unless the resident passed away or moved to a nursing home, in which we would write off the expense the following month.

This is our last write-off to close out FY24 that ends September 30, 2024, a total of \$49,059.99 in such write-offs needs to be approved.

The attached resolution, once approved, authorizes this write-off of these expenses.

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MEMO

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges  
DATE: September 12, 2024

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I have reviewed the attached and recommend approval.

Thank you.

  
Catherine Naczas

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING AND AUTHORIZING THE WRITE-OFF OF CERTAIN UNPAID  
PUBLIC HOUSING TENANT-RELATED EXPENSES**

**WHEREAS**, Manchester Housing and Redevelopment Authority (MHRA) periodically writes-off certain Public Housing tenant-related expenses; and

**WHEREAS**, this is our last write-off to close out FY24 that ends September 30, 2024:  
\$49,059.99 in such tenant-related expenses have been written off:

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Manchester Housing and Redevelopment Authority that the write-off of the above noted expenses is hereby authorized.



**WRITE OFFS – September 12th, 2024:**

**This is our last write-off to close out FY24 that ends September 30, 2024:**

- 1) Rent: \$33,345.45
  - a. Deceased: \$2,503.91
  - b. Voluntary/Abandoned Unit: \$20,230.11
  - c. Nursing Home: \$0
  - d. Evictions: \$10,611.73
- 2) Legal Fees: \$1,823.94
- 3) Damages: \$13,890.30

**Total Write Offs: \$49,059.99**

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**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, August 20, 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
Catherine Naczas	Executive Director

ABSENT

Mike Lopez	Commissioner
Andrew Papanicolau	Commissioner

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

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; There were no items for the consent agenda.

The Chair introduced item 4; Minutes of June 18, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of June 18, 2024. Upon motion by Vice- Chair Duffley and seconded by Commissioner Hickman, it was voted to approve the minutes of June 18, 2024.

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

AYES

David Quinn  
Stephen Duffley  
Thomas Hickman

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director stated that for the month of July 2024, Public Housing ended the month at \$1,207,907, which is \$757,265 above plan and the Section-8 Administrative program ended the month at \$271,083 which is \$131,556 above plan. Next month we will submit the annual budget for the board’s approval.

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

Preparations for placement of epoxy floor underway. Aluminum access ramp installed at rear loading dock will provide mobility-impaired residents building access during lobby floor work. Kiosk interior painting and finish work in process. Exterior siding and roof work will be completed soon.

Burns Bldg – Electrical Upgrades

Work on-going with next building-wide electrical shutdown scheduled for Weds 8/21. Remaining elements of this project include replacement of the stand-by emergency generator.

Elmwood Gardens – Crawl Space waste pipe upgrades

Work on-going with six of twelve buildings (this contract) now completed. Another twelve-building contract will complete waste piping upgrades throughout this 41-building site.

Capital Fund 2024 planned expenditures:

Playground equipment at Elmwood Gardens and Kelley Falls

Elmwood Gardens: 7 building roof upgrade and crawl space waste piping

Kelley Falls: Exterior improvements on two buildings (windows-doors-painting-lighting, etc.)

Kelley Falls: Centralized mailbox facility

Gallen Building: Upgrade of main electrical switchgear and emergency generator-set

Various building envelope upgrades and mechanical modernizations

Commissioner Quinn asked when the Elmwood waste piping project would be completed? The Director of Contracting responded this crawl space work is best described as “extreme plumbing” and the 2-man plumbing crew cannot proceed at too rapid a pace. The plumbers have been averaging two buildings per month which works well for MHRA.

The Chair introduced Item 7., Public Housing Operations and turned the floor over to the Housing Operations Director. The director stated that he was very pleased to present today's occupancy numbers which are as follows: Public Housing is at 98.89%, Assisted Market Rate units are at 97.20% with only 3 vacant units at Tarrytown, down from 6 vacant, and the 5 Tax Credit Buildings are reporting 100% occupancy. These numbers show there is good management oversight along with good teamwork by the staff to continue to turn units over despite the staff shortage due to vacations, illnesses, and vacant positions. The director continued by saying when the crews are not in a vacant unit, they continue to maintain the grounds and work orders from residents.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. 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.

MHRA has been awarded \$47,250.00 additional administrative funding for HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program. This additional funding was provided to help more veterans access permanent housing more efficiently.

The funding may be used for

- Landlord incentives/retention payments
- Application fees/non-refundable administrative or processing fees/refundable application deposit assistance

- Utility deposit assistance/utility arrears payments

On June 6, 2024 a waiver was requested to allow for the use of VASH voucher admin fees to include payments to landlords for necessary HQS repairs and damages.

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 stated that HR is moving into benefit open enrollment and has a variety of training and employee appreciation events over the last quarter of the year. The Board will be sent information on the events in case they'd like to attend.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Director. We continue working with the State towards the opening of Congregate Housing Services Programs (CHSP) at the Gov. Hugh Gallen Apartments. We have been delayed due to construction but are looking to be up and running within the next few weeks.

Resident Services continues to work with our Pest Control provider to offer educational presentations. To date we have held eleven presentations. Our last scheduled inspections will be on August 28<sup>th</sup>. Commissioner Quinn asked what we wanted to accomplish with these presentations and about turnout. The Resident Services Director explained that we want to educate the residents about pests, proper treatment and reporting, and how to stop the spread. I explained that we usually get approximately 10 people at each property, sometimes more and sometimes less.

Again, this year we will be receiving back to school backpacks from the Pack a Pack drive and will be picking them up this week to distribute to the youth in need.

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 final item (replacing the front door and painting it) was completed last week. Now the final requisition can be submitted. This project will be considered complete with that submission. The Kelley Falls Fencing project began at the very end of July. It is 50% complete with final completion expected around month end. For the Kelley Falls Exterior Renovation Pilot we have been meeting regularly with the architect. We have final drawings and specifications are expected at the end of this week. We hope to put out the package for bid following our review of the specifications.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director stated that the Commissioners may recall the \$100,000 loan we received from NH Housing to do rehabilitation at 75 W. Baker Street. That loan was due in full on June 30, 2024. The Executive Director tried to negotiate a payment plan with NH Housing whereby MHRA would pay back the loan out of W. Baker Street's net operating income, but NH Housing wanted the loan paid in full on June 30<sup>th</sup>. Therefore, the Executive Director would like the board's permission to enter into a loan agreement between MHRA and W. Baker Street for the \$100,000 to be paid back to MHRA out of net operating income. Chairman Quinn asked when the loan agreement would start, and the Executive Director stated she would have an agreement for the September 2024 meeting. The Commissioners were fine with this. The Executive Director also reminded the Commissioners that we

would present them with the final Annual Budget at the September 17<sup>th</sup> meeting. The draft budget has been circulated and if anyone has any questions please do not hesitate to ask. This year will be a fairly simple budget with no new benefits, programs etc. The Executive Director spoke with Senator Shaheen's staff last week and they are already hearing that the federal government will have a continuing resolution for the federal budget. This means that we will once again not know what our income will be until much later in our fiscal year, given that it is an election year, and Congress's holiday recess.

The Chair introduced Item 13; Other Business. The Chair asked the Senior Asset Manager, Marie Papineau if she had anything for the Commissioners. She said no, only to thank Mary Ellen Jutras for her assistance on the Tenant Portal which will allow tenants to complete recertification of income online. This will be a huge benefit to tenants.

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

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

<u>Account Description</u>	<u>2024 Annual Budget</u>	<u>Aug-24 Y-T-D Budget</u>	<u>Aug-24 Y-T-D Actual</u>	<u>Y-T-D Difference</u>	<u>2023 Annual Budget</u>	<u>Aug-23 Y-T-D Budget</u>	<u>Aug-23 Y-T-D Actual</u>	<u>Y-T-D Difference</u>
Fees Earned	2,250,000	2,062,500	2,063,694	1,194	2,050,000	1,879,167	2,164,344	285,177
Other Income	15,261	13,989	116,993	103,003	15,261	13,989	9,038	(4,951)
<b>Total Income</b>	<b>2,265,261</b>	<b>2,076,489</b>	<b>2,180,687</b>	<b>104,197</b>	<b>2,065,261</b>	<b>1,893,156</b>	<b>2,173,382</b>	<b>280,226</b>
Salaries & Benefits	1,330,673	1,219,784	1,181,417	(38,366)	1,170,038	1,072,535	1,064,593	(7,942)
All Other Expenses	709,943	650,781	663,312	12,531	660,222	605,204	585,719	(19,485)
Fees Paid to other housing	57,212	52,444	72,411	19,966	57,212	52,444	57,028	4,584
COVID-19 Expenses	0	0	0	-	0	0	0	
<b>Total Expenses</b>	<b>2,097,828</b>	<b>1,923,009</b>	<b>1,917,140</b>	<b>(5,869)</b>	<b>1,887,472</b>	<b>1,730,183</b>	<b>1,707,340</b>	<b>(22,843)</b>
<b>Net Income/(Loss)</b>	<b>167,433</b>	<b>153,480</b>	<b>263,546</b>	<b>110,066</b>	<b>177,789</b>	<b>162,973</b>	<b>466,042</b>	<b>303,069</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.

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

Program	Account Description	2024	August 2024	August 2024	YTD Variance	2023	August 2023	August 2023	YTD Difference
		Annual Budget	Y-T-D Budget	Y-T-D Actual		Annual Budget	Y-T-D Budget	Y-T-D Actual	
<b>Total AMPS</b>	Dwelling Rent	5,917,476	5,424,353	5,593,377	169,025	5,662,500	5,190,625	5,387,109	196,484
	Subsidy	5,379,074	4,930,818	4,875,838	(54,980)	4,413,498	4,045,707	4,466,807	421,101
	All Other Income	910,471	834,598	981,488	146,890	934,347	856,485	863,176	6,691
	<b>Total Income</b>	<b>12,207,020</b>	<b>11,189,769</b>	<b>11,450,703</b>	<b>260,935</b>	<b>11,010,345</b>	<b>10,092,816</b>	<b>10,717,092</b>	<b>624,276</b>
	Admin & Maint & Benefits	4,703,860	4,311,872	4,213,682	(98,190)	4,229,949	3,877,453	3,600,497	(276,956)
	Tenant Services	182,350	167,154	74,895	(92,259)	164,600	150,883	105,423	(45,460)
	Utilities	2,110,200	1,934,350	1,995,424	61,074	2,026,300	1,857,442	1,897,957	40,515
	Maintenance	1,982,812	1,817,577	1,462,474	(355,103)	1,788,824	1,639,755	1,497,928	(141,828)
	All Other Expenses	2,669,028	2,446,609	2,505,454	58,845	2,541,100	2,329,342	2,226,078	(103,264)
	Extraordinary Maint.	18,000	16,500	4,299	(12,201)	75,000	68,750	28,187	(40,563)
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>10,694,062</b>	<b>10,256,229</b>	<b>(437,833)</b>	<b>10,825,773</b>	<b>9,923,625</b>	<b>9,356,071</b>	<b>(567,555)</b>
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>495,706</b>	<b>1,194,475</b>	<b>698,768</b>	<b>184,572</b>	<b>169,191</b>	<b>1,361,021</b>	<b>1,191,830</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



## 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	97	3	97.00%
Burns Apartments	121	121	0	100.00%
Elmwood Gardens	200	197	3	98.50%
Scattered Sites	321	316	5	98.44%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	1155	14	98.80%
<b><u>Assisted Market Rate Property</u></b>				
Tarrytown Road Apts	102	99	3	97.06%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%

<u>Tax Credit Properties</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>107</b>	104	3	97.20%
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	19	1	95.00%
Upland Heights	48	47	1	97.92%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	198	2	99.00%

**Total Number of People Served** 2,494

**Total Number of Veterans Housed** 66

**Total Number on PH Wait List** 4871

**Jul-24**  
**Month to Month Comparison**

**TOTAL VOUCHERS UTILIZED**      **2026**  
**TOTAL HCV HOUSEHOLD MEMBERS**      **4085**

<b>VOUCHERS ISSUED</b>	<b>VOUCHERS EXPIRED</b>	<b>VOUCHERS LEASED</b>	<b>END OF PARTICIPATION</b>
18	0	14	13
<b>VOUCHERS ISSUED TO VETERANS</b>	<b>VOUCHERS EXPIRED FOR VETERANS</b>	<b>VOUCHERS LEASED TO VETERANS</b>	<b>TOTAL NUMBER OF VETERANS HOUSED</b>
1	0	4	165

ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
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
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

**Aug-24**  
**Month to Month Comparison**

**TOTAL VOUCHERS UTILIZED**      **2020**  
**TOTAL HCV HOUSEHOLD MEMBERS**      **4068**

<b>VOUCHERS ISSUED</b>	<b>VOUCHERS EXPIRED</b>	<b>VOUCHERS LEASED</b>	<b>END OF PARTICIPATION</b>
21	5	10	14
<b>VOUCHERS ISSUED TO VETERANS</b>	<b>VOUCHERS EXPIRED FOR VETERANS</b>	<b>VOUCHERS LEASED TO VETERANS</b>	<b>TOTAL NUMBER OF VETERANS HOUSED</b>
4	1	4	165

ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
3 Walnut Street # 1E	MANCHESTER, NH 03104
49 Manchester Street # 17	MANCHESTER, NH 03104
122 Market Street # 3A	MANCHESTER, NH 03101
122 Market Street 1C	MANCHESTER, NH 03101
163 S. Beech Street # 405	MANCHESTER, NH 03103
233 Agnes Street # 306	MANCHESTER, NH 03102
193 Agnes Street # 210	MANCHESTER, NH 03102
233 Tarrytown Road # 28	MANCHESTER, NH 03103
1061 Elm Street # 406	MANCHESTER, NH 03101
519 Union Street # 7	MANCHESTER, NH 03104

**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	



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

MEMO

To: Board of Commissioners  
From: Catherine Naczas, Executive Director  
Re: Federal Budget

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Commissioners,

Each year the federal government is tasked with passing a federal budget by September 30<sup>th</sup> of each year. As has been the case for the last several years, Congress has failed to pass a budget in a timely fashion and has instead passed continuing resolutions which allows the government to continue to operate until a budget can be passed.

This year is no exception. However, this year attached to the continuing resolution is a bill called the Save Act, which will require people registering to vote to have proof of citizenship in order to register. Unfortunately, due to political reasons, unless the Save Act is removed from the legislation, Speaker Johnson may not have the votes to get the continuing resolution passed. This would inevitably push the federal government into a shut down.

In light of this possibility, I thought it prudent to look at all of our reserves, and to shock our budget with a 1% increase in income and a 3% increase in expenses over the next 5 years. By shocking the budget in this manner, I wanted to ensure that with little to no real increase in income over the next five years, MHRA would be able to continue to operate as it is presently. This spreadsheet is attached to this memo.

My analysis shows that with our reserve position, all programs will be able to operate over the next five years should the federal government pass minimal increases in program income. Please note that public housing reserves may be moved between AMPS.

**Public Housing**  
**Shocked Budget with 1% income increase and a 3% Expense increase over the next 5 Years**

	2026 YEAR 1	2027 Year 2	2028 YEAR 3	2029 YEAR 4	2030 YEAR 5	Net Income over the 5 years	Availabe Reserve After 4 months Requirements	Reserve Balance
<b>AMP 1</b>								
Income	2,558,245.16	2,583,827.61	2,609,665.89	2,635,762.55	2,662,120.17			
Expense	2,573,455.00	2,650,658.65	2,730,178.41	2,812,083.76	2,896,446.27			
<b>Net Profit or Loss</b>	<b>(15,209.84)</b>	<b>(66,831.04)</b>	<b>(120,512.52)</b>	<b>(176,321.22)</b>	<b>(234,326.10)</b>	(613,200.72)	807,953.00	194,752.28
<b>AMP 2</b>								
Income	1,726,338.46	1,743,601.84	1,761,037.86	1,778,648.24	1,796,434.72			
Expense	1,738,920.16	1,791,087.76	1,844,820.40	1,900,165.01	1,957,169.96			
<b>Net Profit or Loss</b>	<b>(12,581.70)</b>	<b>(47,485.92)</b>	<b>(83,782.53)</b>	<b>(121,516.77)</b>	<b>(160,735.24)</b>	(426,102.16)	109,236.09	(316,866.07)
<b>AMP 3</b>								
Income	1,700,630.93	1,717,637.24	1,734,813.61	1,752,161.75	1,769,683.37			
Expense	1,711,678.72	1,763,029.08	1,815,919.95	1,870,397.55	1,926,509.48			
<b>Net Profit or Loss</b>	<b>(11,047.79)</b>	<b>(45,391.84)</b>	<b>(81,106.34)</b>	<b>(118,235.80)</b>	<b>(156,826.11)</b>	(412,607.89)	431,091.34	18,483.44
<b>AMP 4</b>								
Income	834,380.19	842,723.99	851,151.23	859,662.74	868,259.37			
Expense	841,268.98	866,507.05	892,502.26	919,277.33	946,855.65			
<b>Net Profit or Loss</b>	<b>(6,888.79)</b>	<b>(23,783.06)</b>	<b>(41,351.03)</b>	<b>(59,614.58)</b>	<b>(78,596.28)</b>	(210,233.74)	(267,736.89)	(477,970.63)
<b>AMP 5</b>								
Income	1,889,563.55	1,908,459.19	1,927,543.78	1,946,819.22	1,966,287.41			
Expense	1,883,050.12	1,939,541.62	1,997,727.87	2,057,659.71	2,119,389.50			
<b>Net Profit or Loss</b>	<b>6,513.43</b>	<b>(31,082.44)</b>	<b>(70,184.09)</b>	<b>(110,840.49)</b>	<b>(153,102.09)</b>	(358,695.69)	1,716,052.85	1,357,357.16
<b>AMP 8</b>								
Income	2,031,615.00	2,051,931.15	2,072,450.46	2,093,174.97	2,114,106.72			
Expense	1,982,528.55	2,042,004.41	2,103,264.54	2,166,362.47	2,231,353.35			
<b>Net Profit or Loss</b>	<b>49,086.45</b>	<b>9,926.74</b>	<b>(30,814.08)</b>	<b>(73,187.51)</b>	<b>(117,246.63)</b>	(162,235.03)	876,668.30	714,433.28
<b>AMP 15</b>								
Income	1,028,074.96	1,038,355.71	1,048,739.27	1,059,226.66	1,069,818.93			
Expense	1,038,031.94	1,069,172.90	1,101,248.09	1,134,285.53	1,168,314.09			
<b>Net Profit or Loss</b>	<b>(9,956.98)</b>	<b>(30,817.19)</b>	<b>(52,508.82)</b>	<b>(75,058.87)</b>	<b>(98,495.17)</b>	(266,837.02)	504,904.33	238,067.31
<b>AMP 16</b>								
Income	750,368.39	757,872.07	765,450.79	773,105.30	780,836.36			
Expense	751,477.70	774,022.03	797,242.69	821,159.97	829,371.57			
<b>Net Profit or Loss</b>	<b>(1,109.31)</b>	<b>(16,149.96)</b>	<b>(31,791.90)</b>	<b>(48,054.67)</b>	<b>(48,535.22)</b>	(145,641.05)	474,923.28	329,282.23
<b>Total Reserve needed for all AMPS over the next 5 Years</b>						<b>(2,595,553.30)</b>	<b>4,653,092.30</b>	<b>2,057,539.00</b>
<b>Total Reserve Availabe to Spend for AMPS only after keeping the 4 months Requirements</b>						4,653,092.30		
<b>Left over reserve after the 5 year scenario</b>						<b>2,057,539.00</b>		

Reserve can be transferred between AMPS

**Section-8****Shocked Budget with 1% income increase and a 3% Expense increase over the next 5 Years**

	<b>2026 YEAR 1</b>	<b>2027 Year 2</b>	<b>2028 YEAR 3</b>	<b>2029 YEAR 4</b>	<b>2030 YEAR 5</b>	<b>Net Income over the 5 years</b>	<b>Reserve Available</b>	<b>Reserve Balance</b>
<b>Section-8</b>								
<b>Income</b>	2,296,235.00	2,319,197.35	2,342,389.32	2,365,813.22	2,389,471.35			
<b>Expense</b>	2,291,400.83	2,360,142.85	2,430,947.14	2,503,875.55	2,578,991.82			
<b>Net Profit or Loss</b>	<b>4,834.17</b>	<b>(40,945.50)</b>	<b>(88,557.82)</b>	<b>(138,062.34)</b>	<b>(189,520.47)</b>	(452,251.96)	3,344,359.14	2,892,107.18
<b>SRO</b>								
<b>Income</b>	35,297.48	35,650.45	36,006.96	36,367.03	36,730.70			
<b>Expense</b>	23,840.38	24,555.59	25,292.26	26,051.03	26,832.56			
<b>Net Profit or Loss</b>	<b>11,457.10</b>	<b>11,094.86</b>	<b>10,714.70</b>	<b>10,316.00</b>	<b>9,898.14</b>	53,480.81	177,962.24	231,443.05









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**





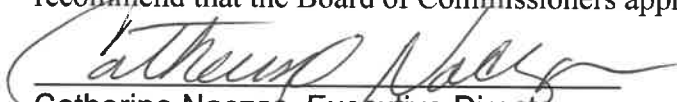
MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

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

---

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.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

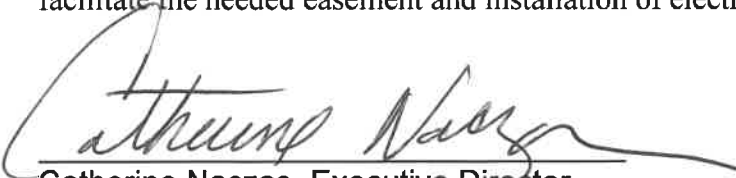
SUBJECT: Authorizing an easement to Eversource Energy over leased land at Kimball Street for the installation of electrical service to the Marc Stebbins Community Center (Boys and Girls Club, Amoskeag Health)

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?**

---

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.

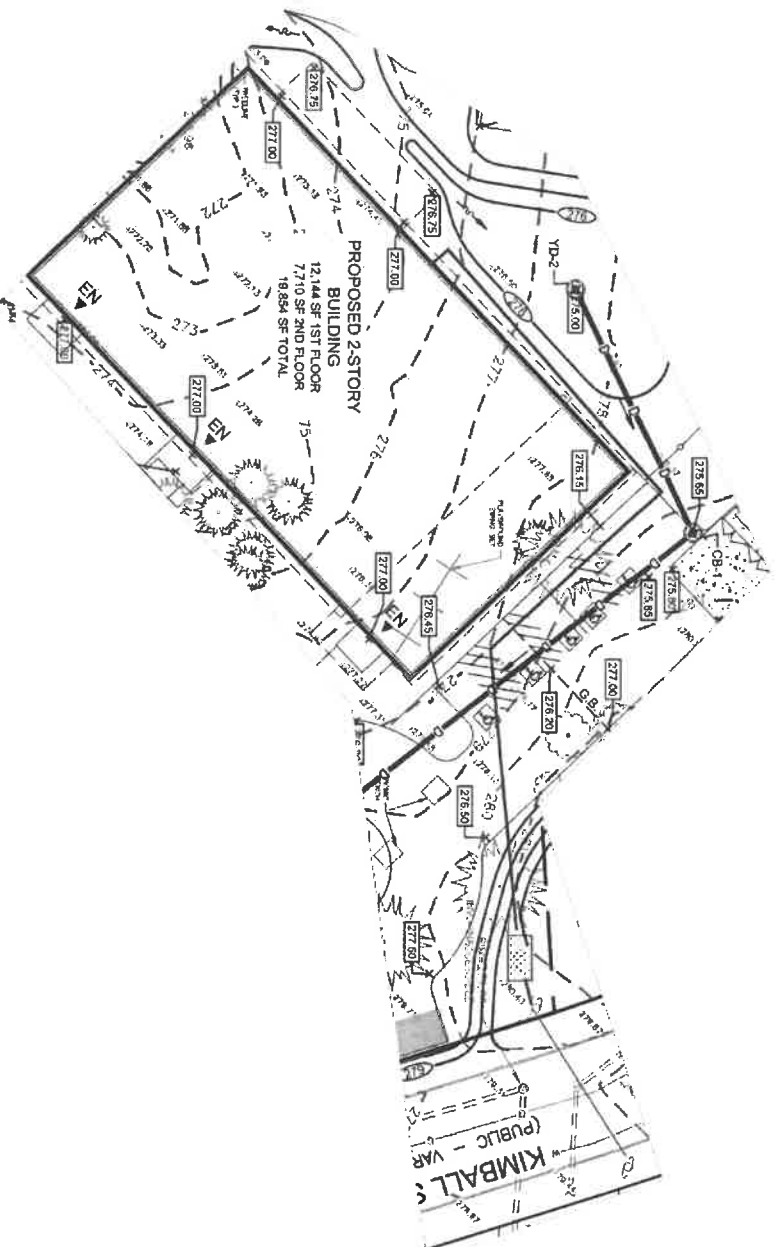
On another matter, we are submitting paperwork to Eversource for electricity service. The work request has been made, and the engineers are working on the load letters etc required for Eversource.

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	5,917,476	Y-T-D Actual	6,103,746	YTD Variance	186,270	Annual Budget	5,662,500	Y-T-D Budget	5,662,500	
	Dwelling Rent		5,917,476		5,917,476	6,103,746	186,270		5,662,500	5,662,500	5,662,500	5,662,500	5,819,347	156,847
	Subsidy	5,379,074	5,379,074	5,379,074	5,379,074	5,336,559	(42,515)		4,413,498	4,413,498	4,413,498	4,896,544	4,896,544	483,046
	All Other Income	910,471	910,471	910,471	910,471	1,067,706	157,235		934,347	934,347	934,347	927,542	927,542	(6,805)
	<b>Total Income</b>	<b>12,207,020</b>	<b>12,207,020</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>11,010,345</b>	<b>11,643,433</b>	<b>11,643,433</b>	<b>633,088</b>
	Admin & Maint & Benefits	4,703,860	4,703,860	4,703,860	4,703,860	4,620,946	(82,914)		4,229,949	4,229,949	4,229,949	4,261,822	4,261,822	31,873
	Tenant Services	182,350	182,350	182,350	182,350	141,381	(40,969)		164,600	164,600	164,600	145,101	145,101	(19,499)
	Utilities	2,110,200	2,110,200	2,110,200	2,110,200	2,125,248	15,048		2,026,300	2,026,300	2,026,300	2,012,351	2,012,351	(13,949)
	Maintenance	1,982,812	1,982,812	1,982,812	1,982,812	1,942,495	(40,317)		1,788,824	1,788,824	1,788,824	1,710,491	1,710,491	(78,333)
	All Other Expenses	2,669,028	2,669,028	2,669,028	2,669,028	2,799,097	130,069		2,541,100	2,541,100	2,541,100	2,565,986	2,565,986	24,886
	Extraordinary Maint.	18,000	18,000	18,000	18,000	5,028	(12,972)		75,000	75,000	75,000	76,815	76,815	1,815
	<b>Total Expenses</b>	<b>11,666,250</b>	<b>11,666,250</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>10,825,773</b>	<b>10,772,566</b>	<b>10,772,566</b>	<b>(53,207)</b>
	<b>Net Income/(Loss)</b>	<b>540,771</b>	<b>540,771</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>184,572</b>	<b>870,867</b>	<b>870,867</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%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>198</b>	<b>2</b>	<b>99.00%</b>

**Total Number of People Served** 2,468

**Total Number of Veterans Housed** 67

Jul-24

Month to Month Comparison

2026

TOTAL VOUCHERS UTILIZED  
TOTAL HCV HOUSEHOLD MEMBERS 4085

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	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

Aug-24

Month to Month Comparison

2020

TOTAL VOUCHERS UTILIZED  
TOTAL HCV HOUSEHOLD MEMBERS 4068

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
21	5	10	14	3 Walnut Street # 1E	MANCHESTER, NH 03104
				49 Manchester Street # 17	MANCHESTER, NH 03104
				122 Market Street # 3A	MANCHESTER, NH 03101
				122 Market Street 1C	MANCHESTER, NH 03101
				163 S. Beech Street # 405	MANCHESTER, NH 03103
				233 Agnes Street # 306	MANCHESTER, NH 03102
				193 Agnes Street # 210	MANCHESTER, NH 03102
				233 Tarrytown Road # 28	MANCHESTER, NH 03103
4	1	4	165	1061 Elm Street # 406	MANCHESTER, NH 03101
				519 Union Street # 7	MANCHESTER, NH 03104

**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	



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, November 19, 2024 in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Consent Agenda:**
- 3. Approval of Minutes:** Minutes of the Meeting of October 15, 2024
- 4. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
- 5. 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
  - 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. Kelley Falls Exterior Project

**12. Executive Director's Report**

- a. Mark Stebbins Community center – Boys & Girls Club

**13. Other Business – Executive Session**

**14. Adjourn**



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, December 17, 2024, in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

**1. Roll Call**

**2. Consent Agenda:**

- a. Approval of Employee Handbook changes
- b. Authorizing and approving the Chair and Executive Director to execute and submit the Section Eight Management Assessment Program Certification
- c. Authorizing and approving year end Public Housing write offs

**3. Approval of Minutes:**

Minutes of the Meeting of October 15, 2024  
(November Board meeting was cancelled)

**4. Financial Report**

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

**5. Capital Fund Projects**

- a. Kiosk and Gallen Bldg modernizations
- b. Central Office parking lot expansion and site improvement
- c. Kelley Falls – door lock security upgrade
- d. Tarrytown – door latch guards



**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. Kelley Falls Exterior Project

**12. Executive Director's Report**

- a. Mark Stebbins Community center – Boys & Girls Club
- b. Hanover Street businesses meeting regarding street people

**13. Other Business – Executive Session**

**14. Adjourn**

