Catherine Naczas Executive Director



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 for the Regular Meeting at 12:00 p.m. on Tuesday, March18, 2025, 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 February 25, 2025

### 4. Financial Report

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

### 5. Capital Fund Projects

- a. Kelley Falls Door Lock Security Upgrades
- b. MHRA Central Office Roof Surface + Painting Upgrades
- c. Elmwood Gardens Waste Piping + Roofing Upgrade Projects

### 6. 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 Services

a. Program Updates

### 10. Development Report

a. Kelley Falls Exterior Project

### 11. Executive Director's Report

- a. Update on Executive Director search
- b. Federal Budget
- 12. Other Business
- 13. 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 198 Hanover Street, in the City of Manchester, New Hampshire on Tuesday, February 25, 2025.

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

### **PRESENT**

David Quinn

Stephen Duffley

Wice Chair

Vice Chair

Mike Lopez

Andrew Papanicolau

Thomas Hickman

Catherine Naczas

Chair

Commissioner

Commissioner

Executive Director

### STAFF PRESENT

Gianni D'Intino Contracting and Modernization Director

Catherine Brown Leased Housing Director

Regine Pelletier-Tracy Finance Director

Mary Ellen Jutras Development Director

Shannon Wright Human Resources Director

Marie Papineau Senior Asset Manager

Marie Papineau Schlor Asset Manager

Sandy Busato Resident Services Manager
Kris Erkkila Asset Manager - Occupancy

The Chair declared a quorum present.

The Chair introduced Item 2, Consent Agenda; There were no items for the consent agenda

The Chair introduced item 3; Minutes of January 21, 2025. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of January 21, 2025. Upon motion by Commissioner Lopez and seconded by Vice-chair Duffley, it was voted to approve the minutes of January 21, 2025.

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

AYES David Quinn

Stephen Duffley

Mike Lopez Andrew Papanicolau Thomas Hickman

The Chair introduced Item 4; Financial Report. The Finance Director stated that for the month of January, Public Housing expenses are less than planned, with a plus net income variance of \$202,608 and Section 8 with a plus net income of \$52,265. The Chair asked why Covid was still a line item in the budget report. The Finance Director stated that we kept it there in case Covid continued, but she felt we could remove it now.

The Chair introduced Item 5; Capital Fund Projects Report and turned the floor over to the Director of Contracting and Modernization who provided the following project updates:

### Kelley Falls – Door Lock Security Upgrades

Installation of new unit door locks and latch guards underway. Two (2) of seventeen (17) buildings completed to date. Another four to six weeks expected for project completion.

### Elmwood Gardens – 7 Buildings Roof Surface Upgrades

Three (3) quotations were received for this project as follows:

Ridge Runner Construction = \$151,270.00

Eagle Rivet Roof Service Corp. = \$166,275.00

Triumph Roofing Inc. = \$207,430.00

MHRA Contracting and Modernization will be meeting with low-bid contractor next week to review credentials and project schedule. Project award to follow with work scheduled for the spring.

Commissioner Lopez asked if the bids were within our budget and are we seeing lower than expected bids due to the current work environment in this area? The Director of Contracting and Modernization stated bids were within budget and eight (8) roofing contractors were solicited for quotation.

Commissioner Lopez would like to improve the dirt parking spot at 75 West Baker St. The Director of Contracting and Modernization stated he would evaluate the area for necessary upgrades.

The Chair introduced Item 6., Housing Operations and turned the floor over to the Senior Asset Manager. The Senior Asset Manager reported that the occupancy rate is back to 98%. Last month we experienced an unusually high number of deaths, transfers and evictions which resulted in our occupancy rate dropping below 98%. Given the high number of vacancies and all the snow storms the maintenance and occupancy staff did a great job getting units ready and rented.

The Chair introduced Item 7; S-8/HCV Program and turned the floor over to the S-8/HCV Director. As of January 31, 2025 there were 1994 families under lease. This includes 174 veteran families.

There were 11 families that left the program as of the end of January.

23 families have vouchers looking for units to rent.

As of January 31, 2025, the total amount spent to date was \$799,417.00 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:

261 security deposits,

275 landlord incentive fees

59 application fees

45 HQS Unit Repair Fees.

As of February 5, 2025, the total amount spent to date of the Additional Administrative (AF) Fees for the HUD-VASH program allotted by HUD is \$3,120.00 out of the total \$47,250.00 allotted.

Total claims paid out are as follows:

1 utility deposit

4 utility arrears payments

2 landlord incentive fees

The Chair introduced Item 8; Human Resources and Administrative Service and turned the floor over to the Human Resources and Administrative Services Director. The HR Director stated that she is gearing up once again for the HUD Annual Plan. She will be starting this process soon and will have the plan ready for review and submission to HUD in June.

The Chair introduced Item 9; Resident Services and turned the floor over to the Resident Services Manager. The Resident Services Manager reported that Resident Services worked with the New Hampshire Insurance Department to conduct its series of nine presentations, attracting a total of 57 residents from all nine locations.

The kickoff for winter school vacation week included Family Services organizing a field trip to SNHU on Saturday, February 22<sup>nd</sup>. The trip included a campus tour, an all-you-ca-eat meal in the dining hall, and basketball games with both the women's and men's teams. A total of 23 youths from Kelley Falls and Elmwood Gardens participated in the event.

The <u>Chair</u> introduced Item 10., Development Report and turned the floor over to the Development Director for a project update on the Kelley Falls Exterior Improvements Project. The Director reminded the Commissioners that this project is for Buildings 11 and 17 at Kelley Falls. An Agreement has been signed with the Contractor. It is expected that the first construction meeting and construction start will be in March with a four-month or less construction period.

The Chair introduced Item 11; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director stated that this being the annual meeting she would turn the floor over

to the Chair for the election of officers. The Chair stated that given everything which is happening in the authority, unless someone had a strong desire to be chair, he would be willing to stay on for continuity. Commissioner Lopez motioned to nominate David Quinn as Chair, Steve Duffley as Vice -Chair, and the Executive Director as Secretary. Commissioner Papanicolau seconded the motion. All were in favor.

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

AYES
David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau
Thomas Hickman

<u>NAYS</u>

The Chair introduced Item 12; Other Business. The Executive Director stated that she continues to watch the federal budget and continuing resolution. Speaker Johnson stated yesterday that it is his hope to have a budget to the Senate by early April and a budget passed sometime in May. This means that we will be operating under another CR and will not know what our actual income is until June of 2025, eight months into our fiscal year. Commissioner Papanicolau asked if we had been impacted by anything that is currently happening. The Executive Director stated no.

The Chair then motioned to move into an executive session to discuss a personnel issue and asked the HR Director to remain. Commissioner Lopez seconded the motion. All were in favor and the board went into executive session.

The Chair motioned to end the executive session. Commissioner Papanicolau seconded the motion. All were in favor.

The Chair introduced Item 13; Adjournment. There being no further business, Commissioner Lopez made a motion to adjourn, Vice Chair Duffley seconded the motion. All were in favor.

Respectfully submitted, Catherine Naczas, Secretary/Executive Director

				MHRA - Financia	nancial				TANK THE
				Income	Income & Expense				
				Public	Public Housing				
				February 2025	7 2025				
		2025	Feb 2025	Feb 2025		2024	Feb 2024	Feb 2024	
		Annual	Y-T-D	Y-T-D	ATD	Annual	Y-T-D	Y-T-D	YTD
Program	Account Description	Budget	Budget	Actual	Variance	Budget	Budget	Actual	Difference
Total AMPS	Dwelling Rent	6,112,119	2,546,716	2,545,730	(986)	5,917,476	2,465,615	2,509,421	43,806
	Subsidy	5,280,805	2,200,335	2,013,339	(186,996)	5,379,074	2,241,281	1,997,513	(243,768)
	All Other Income	1,002,340	417,642	411,757	(5,884)	910,471	379,363	401,833	22,470
	Total Income	12,395,263	5,164,693	4,970,826	(193,867)	12,207,021	5,086,259	4,908,767	(177,492)
	Admin & Maint & Benefits	4,905,722	2,044,051	1,895,613	(148,438)	4,703,860	1,959,942	1,869,761	(90,181)
	Tenant Services	170,350	50,979	41,048	(29,932)	182,350	75,979	36,625	(39,354)
	Utilities	2,157,400	898,917	1,063,459	164,542	2,110,200	879,250	921,603	42,353
	Maintenance	1,918,025	799,177	742,398	(56,779)	1,982,812	826,172	594,658	(231,514)
	All Other Expenses	3,006,763	1,252,818	1,164,003	(88,815)	2,669,028	1,112,095	1,132,807	20,712
	Extraordinary Maint.	5,000	2,083	1,020	(1,063)	18,000	7,500		(7,500)
	Total Expenses	12,163,260	5,068,025	4,907,540	(160,484)	11,666,250	4,860,938	4,555,454	(305,484)
	Net Income/(Loss)	232,004	899'96	63,285	(33,383)	540,771	225,321	353,313	127,992

\*Operating Subsidy is below plan. We never know how much we will be receiving until mid year the following year after budget season. \* Salaries & Benefits are under budget due to the change in Health insurance plan.

### MHRA - Financial Reporting

## Income & Expense Report S-8 Administrative Income & Expense Feb-25

Account Description	2025 Annual Budget	Feb-25 Y-T-D Budget	Feb-25 <u>Y-T-D</u> <u>Actual</u>	Y-T-D Difference	2024 Annual <u>Budget</u>	Feb-24 Y-T-D <u>Budget</u>	Feb-24 <u>Y-T-D</u> <u>Actual</u>	Y-T-D Difference
Fees Earned Other Income	2,255,000 18,500	939,583 7,708	915,257 38,257	(24,326) 30,549	2,250,000 15,261	937,500 6,359	961,864	24,364 42.749
Total Income	2,273,500	947,292	953,514	6,222	2,265,261	943,859	1,010,972	67,113
Salaries & Benefits	1,393,578	580,658	555,632	(25,026)	1,330,673	554,447	508,804	(45,643)
All Other Expenses	751,065	312,944	267,830	(45,113)	709,943	295,810	313,189	17,379
rees raid to other nousing  Total Expenses	2,224,643	55,555 <b>926,935</b>	37,652 861,114	(65,820)	2,097,828	23,838 <b>874,095</b>	31,887 <b>853,880</b>	8,049 (20,215)
Net Income/(Loss)	48,857	20,357	92,400	72,043	167,433	69,764	157,092	87,328

<sup>\*</sup> 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 and the proration we will receive from HUD.

### **MHRA**

### Memo

To:

Michael DiSabato

From:

Marie Papineau

CC:

Name

Date:

03/13/2025

Re:

**Board Report Notes** 

Since the beginning of February, we have moved in 10 new families to Public Housing. Over that time, we have had 11 families move out. Of those move outs, 3 were evicted, 6 were deceased, 1 received a voucher and the other was a voluntary move out. We have also had to complete 3 emergency transfers.

Since December 31, 2024 the LIHTC (Tax Credit) Program has suffered from 5 sudden vacancies, all due to death. At the time of these vacancies began to occur, we already had 7 vacancies across the program. We have filled all of those units. 2 of those move ins actually passed away within the first month of occupancy creating the vacancy again. We have applicants ready to go, and in the final phase of screening to fill 4 of the 5 vacant units listed in the report.

# Monthly Property Occupancy Report

Public Housing Property	Total No. Units	Occupied	Vacant	% Occupied
Kelley Falls	132	131	1	99.24%
Gallen Apartments	95	93	2	%68'.26
O'Malley Apartments	100	86	2	%00'86
Kalivas Apartments	100	96	4	%00'96
Pariseau Apartments	100	95		%00.56
Burns Apartments	121	119	2	98.35%
Elmwood Gardens	200	191	6	95.50%
Scattered Sites	321	315	9	98.13%
TOTAL PUBLIC HOUSING UNITS	1169	1138	31	97.35%
Assisted Market Rate Property Tarrytown Road Apts	102	100	2	98.04%
West Baker St	2	5	0	100.00%
Cedar/Chestnut	3	С	0	100.00%

TOTAL ASSISTED MKT RATE UNITS	107	105	2	98.13%
Tax Credit Properties  Marygale Apartments	Total No. Units	Occupied 35	Vacant	<b>% Occupied</b> 94.59%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	59	2	96.72%
South Main/Log St. Apts	20	19	1	%00°56
Upland Heights	48	48	0	100.00%
TOTAL TAX CREDIT UNITS	200	195	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	97.50%
Total Number of People Served				
Total Number of Veterans Housed 71				

4010	END OF PARTICIPATION ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP		TOTAL NUMBER OF 590 Kimball St # 307 MANCHESTER, NH 03102	VETERANS HOUSED 494 S Main St # 2 MANCHESTER, NH 03102	174 15 Myrte St ROCHESTER NH 03867	49 Manchester St#19 MANCHESTER NH 03104		3993	END OF PARTICIPATION ADDRESS OF NEW UNITS UNDER LEASE PORT OUTS/CITY LEASED UP	2	435 Amory St # 7   MANCHESTER, NH 03102	TOTAL NUMBER OF 580 Kimball St # 302 MANCHESTER, NH 03102	VETERANS HOUSED 272 Manchester St # 1 MANCHESTER, NH 03104	177 790 S. Porter St #217 MANCHESTER NH 03103	49 Manchester St#16 MANCHESTER NH 03104	790 S. Porter St # 211 MANCHESTER NH 03103	8 Dutton St # 5 MANCHESTER NH 03104	20 W. River Rd # 24   MANCHESTER NH 03104	
TOTAL VOUCHERS UTILIZED 1994 TOTAL HCV HOUSEHOLD MEMBERS	VOUCHERS LEASED	D	VOUCHERS LEASED	TO VETERANS	п			TOTAL VOUCHERS UTILIZED 1990 TOTAL HCV HOUSEHOLD MEMBERS	VOUCHERS LEASED	10		VOUCHERS LEASED	TO VETERANS	m					
	VOUCHERS EXPIRED	1	VOUCHERS EXPIRED	FOR VETERANS	0				VOUCHERS EXPIRED	2		VOUCHERS EXPIRED	FOR VETERANS	0					
Jan-25 Month to Month Comparison	VOUCHERS ISSUED	<b>7.</b>	VOUCHERS ISSUED	TO VETERANS	2			Feb-25 Month to Month Comparison	VOUCHERS ISSUED	Ø		VOUCHERS ISSUED	TO VETERANS	ы					

### HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM

### Feb-25

SECURITY DEPOSIT CLAIMS	LANDLORDS RECEIVING PAYMENTS (This month	Y-T-D (	CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	0	\$	216,722.94	
From Roll Over Funding	\$ -	\$	216,722.94	261
From New Funding (300K)	\$ -	\$	216,722.94	
LANDLORD INCENTIVE FEES	LANDLORDS RECEIVING PAYMENTS (This month	Y-T-D (	CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	0	\$	159,000.00	
From Roll Over Funding	\$ -	\$	159,000.00	275
From New Funding	\$ -	\$	159,000.00	
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month	Y-T-D (	CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES
\$ -	0	\$	2,048.20	
From Roll Over Funding	\$ -	\$	2,048.20	59
From New Funding (300K)	\$ -	\$	2,048.20	
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month	Y-T-D (	CLAIMS PAID OUT	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE
\$ -	0	\$	72,216.86	
From Roll Over Funding	\$ -	\$	72,216.86	45
From New Funding (300K)	\$ -	\$	72,216.86	
CIP #811222 Fu	ınds Paid out YTD	\$	449,988.00	
CIP# 811222 Roll O	ver Funding Paid Out	\$	7,439.55	
CIP# 811222 /	Admin Fees YTD	\$	50,012.00	
CIP#811222 Total Pr	oject Expenditure YTD	\$	500,000.00	
CIP#811222 Roll O	ver Funding Available	\$	3,205.63	
	inding Paid Out (300K)	\$	300,000.00	
	Admin Fees YTD	\$	17,500.00	
CIP#611224 Total Pr	oject Expenditure YTD	\$	317,500.00	
Total of Funding Pa	aid w/o Roll Over YTD	\$	817,500.00	
Total Funding Paid	d with Roll Over YTD	\$	807,439.55	
	vailable (Including Roll Over)	\$	4,276.13	

VAS	H Incentive Progran	n 2024-2025						
Program D	ata as of	2/28/2025						
Type of Fee	NUMBER OF PARTICIPANTS RECEIVING PAYMENTS	Y-T-D CLAIMS PAID OUT						
Holding Fees	0	\$0.00						
Utility Deposit Assistance	1	\$203.28						
Utility Arrears	4	\$1,417.01						
Owner Incentive Payments	2	\$1,500.00						
Owner Retention Payments	0	\$0.00						
Application fees	1	\$70.00						
Broker fees	0	\$0.00						
Refundable Application Deposit Assistance	0	\$0.00						
Security Deposit (Exceptions Only)	1	\$1,000.00						
Total Project	Expenditure	\$4,190.29						
Funding /	Available	\$43,059.71						
Total Number of Pa	-	6						
Total Po	ending	2						