

Shannon Wright
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 for the Regular Meeting at 12:00 p.m. on Tuesday, September 16, 2025, in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

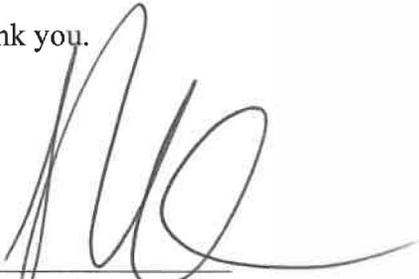
- 1. Roll Call**
- 2. Consent Agenda:**
 - a. Approving of the Annual Budget to be submitted to HUD.
 - b. Approving and Authorizing Execution of a Successor Agreement By and Between Manchester Housing and Redevelopment Authority and AFSCME Council 93 and Its Affiliate Local 298.
 - c. Approving Public Housing write-offs totaling \$11,323.71.
- 3. Approval of Minutes:** Minutes of the Meeting of August 19, 2025
- 4. Financial Report**
 - a. AMP Operations YTD reporting
 - b. Section 8 Operations YTD reporting
- 5. Public Housing Operations**
 - a. Public Housing and Tax Credit properties occupancy report
 - b. Maintenance Update
- 6. S-8/HCV Program**
 - a. Utilization Report
- 7. Human Resources**
 - a. HR updates
- 8. Resident Services**
 - a. Program Updates
- 9. Development Report**
 - a. Capital Fund 2025 update & Capital Fund Projects
- 10. Executive Director's Report**
 - a. MHRA 26' Budget – Federal Updates
- 11. Other Business**
- 12. Adjourn**

MEMO

TO: Board of Commissioners
FROM: Shannon Wright, Executive Director
SUBJECT: Approving of the Annual Budget to be submitted to HUD.
DATE: September 16, 2025

I have reviewed the attached and recommend approval.

Thank you.

A handwritten signature in black ink, appearing to be 'Shannon Wright', written over a horizontal line.

Shannon Wright



Shannon Wright
Executive Director

M A N C H E S T E R
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Commissioner

Thomas Hickman
Commissioner

MEMO TO: Shannon Wright
FROM: Regine Pelletier-Tracy, Finance Director
SUBJECT: Operating Budgets, Fiscal Year 10/01/25-09/30/26
DATE: September 16, 2025

Included herein for your review are the Operating Budgets for the fiscal year 10/01/25-09/30/26, plus the required resolution to approve the Public Housing Project Based Operating Budget, and Section 8 Program Budgets.

The attached 2025-2026 Operating expense for Manchester Housing and Redevelopment Authority total \$40,233,783.

Included in the \$40,233,783 are expenses for Public Housing in the amount of \$10,847,965; Section 8 Housing Choice Voucher, Mainstream, and SRO of \$29,096,538 and Capital Fund of \$289,280.

Thank you.



RESOLUTION NO. _____

APPROVING BUDGETS FOR FISCAL YEAR

COMMENCING OCTOBER 1, 2025 AND CONCLUDING SEPTEMBER 30, 2026

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 \$10,847,965; the Section 8 and Housing Choice Voucher Programs in the amount of \$29,096,538; the Capital Fund Grant expense in the amount of \$289,280, all of which total \$40,233,783 for the fiscal year commencing October 1, 2024 and ending September 30, 2026, are hereby accepted and approved.

**Manchester Housing & Redevelopment Authority
Budget Fiscal Year 2026
Summary and Assumptions**

- Expenses were generally based on historical data.

● Capital Fund Operation Income	In 2025 we received \$877,594 in CFP income, which represents 25% of \$3.51 million CFP 2025 Grant. For 2026, we based anticipated income on same amount - \$3.5 million grant, therefore \$877,594 in income.
● Other Income	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.
● Salaries	* Salaries include a 2.5% COLA.
● Dwelling Rent	* Calculated dwelling rent based on the last nine months and annualized.
● Subsidy	* Used subsidy numbers based on last year and at 90%.
● Health Insurance ● All other Housing Insurance (Building, auto, D&O, Workers Comp...)	* Included a 9% increase, in anticipation of HealthTrust cost announcement. This is an average from prior year, we do not get the actual rate increase until later in the year. * Included a 5% increase in other insurance based on historical data.
● Others	* In addition to Community Police of \$131,000, we included a \$10,000 safety security as on a need basis, this is a reduction of \$224,000 from last year's budget.
● Equipment/ Vehicles ● Assumptions	* No new equipment of vehicle leases are in this year budget Scenarios: Risk & Opportunities 1. Units leased could be better than budgeted and we would realize more Rental Income. Currently we estimate 98% occupancy. 2. The Capital Fund Operating Line is anticipated to be at least equal to what we receive currently. A lot of unknown this year. 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. 4. We could end up getting less subsidy than 90% 5. Interest income may need to be returned to HUD, which is \$77,342 of this income but has not been finalized yet. 6. S-8 could be receiving more in Administrative Fees based on the vouchers leased, bringing a higher income. 7. Tarrytown Road could possibly receive an increase in rental income with more vouchers being used at the property.

Public Housing Summary

Total AMPS	AMP 1 Elmwood Trahan St. 200 units	AMP 2 Kelley Falls Kimball St. 132 units	AMP 3 Scattered Eld 190 units	AMP 4 Scattered Fam 63 units	AMP 5 O'Malley/Kallvas Chestnut St. 100 units Omalley	AMP 8 Pariseau/Burns Amory/So. Main St. 100 units Pariseau	AMP 15 Gallen Hanover St. 95 units	AMP 16 W. Scattered Eld 68 units	Total 1169 units
Bedrooms									
0 Bedroom	-	-	6.00		38.00	58.00		2.00	
1 Bedroom	12.00	14.00	167.00		162.00	156.00	89.00	63.00	
2 Bedrooms	81.00	58.00	17.00	6.00		7.00	6.00	3.00	
3 Bedrooms	87.00	60.00		54.00					
4 Bedrooms	17.00			3.00					
5 Bedrooms	3.00								
Resident Dwelling Rent	1,412,167	717,355	808,004	448,797	912,215	1,083,199	368,373	242,433	5,992,543
Other Income	17,000	5,000	12,000	2,083	70,000	60,000	30,000	1,500	197,583
Interest	12,723	13,000	4,918	10,500	2,800	15,000	15,000	3,400	77,342
HUD Operating Subsidy	729,615	558,033	616,313	180,891	751,919	624,700	413,096	227,327	4,101,894
Operations Capital Fund	-	232,496	20,000	82,000	78,000	166,159	213,000	85,939	877,594
Reserve	-	-	-	-	-	-	-	-	-
Total Income	2,171,505	1,525,884	1,461,235	724,271	1,814,934	1,949,058	1,039,469	560,600	11,246,955
Admin Salaries	115,269	83,295	100,719	39,754	106,020	126,987	64,919	32,578	669,541
Accrued time	-	-	-	-	-	-	-	-	-
COCC Costs	160,596	120,747	150,176	57,721	209,386	215,198	100,008	62,366	1,076,198
Maintenance Salary	231,562	177,477	223,608	84,902	346,181	337,764	161,394	91,779	1,654,666
Residents Service Salary	35,038	51,104	-	-	-	10,041	10,041	-	106,224
Benefits	197,556	161,346	167,787	64,490	233,942	245,629	122,275	64,335	1,257,360
Sundry	44,304	31,761	31,480	13,863	35,566	37,376	18,750	16,405	229,505
Legal	5,000	5,000	6,000	4,000	6,000	7,000	8,000	3,000	44,000
Travel	550	550	250	150	300	500	300	200	2,800
Audit	7,500	4,700	5,700	2,300	5,000	5,700	2,800	2,500	36,200
Resident Services	10,000	6,000	4,000	3,350	4,800	6,100	2,600	1,400	38,250
Community Police	39,526	17,178	2,000	8,371	16,090	22,178	23,265	2,392	131,000
Insurance	139,935	113,904	101,561	37,800	98,235	96,000	63,090	38,540	689,065
PILOT	69,526	36,540	51,220	24,690	52,351	64,030	17,267	11,699	327,323
Collection Losses	30,000	40,000	15,000	5,500	15,000	10,000	6,000	1,000	122,500
Interest on Debt	12,911	3,839	34,328	1,944	9,417	18,966	32,754	3,294	117,452
Water	57,000	31,500	27,500	31,000	19,500	18,000	8,300	10,000	202,800
Sewer	138,000	72,500	57,500	54,000	40,000	45,000	21,000	26,000	454,000
Electric	270,000	56,500	50,000	16,000	230,000	270,000	89,000	13,000	994,500
Gas	230,000	177,000	140,000	94,000	75,000	88,000	67,000	69,000	940,000
Materials	24,000	29,095	24,627	14,500	16,000	18,000	10,000	7,000	143,222
Vehicle Parts	2,000	500	1,000	400	500	500	500	250	5,650
Inventory Adjustment	-	-	-	-	-	-	-	-	-
Material Hardware	500	400	150	350	250	500	100	50	2,300
Tools	2,000	2,000	2,000	1,500	2,000	2,000	1,000	1,000	13,500
Material Plumbing	40,000	6,000	12,000	10,000	8,000	8,000	13,000	5,000	102,000
Material Electrical	1,500	1,000	1,000	500	2,000	1,500	1,300	1,000	9,800
Material Carpentry	10,000	5,000	3,500	10,000	6,000	20,000	7,000	5,000	66,500
Gas & Oil	5,000	5,000	6,500	3,000	2,000	3,000	1,600	2,300	28,400
Materials Paint	2,000	1,000	300	500	1,000	2,000	1,000	200	8,000
Fencing & Landscaping	2,000	1,000	50	500	1,000	1,000	1,700	500	7,750

Fiscal Year 2026

Public Housing Summary

Cleaning Supplies/Paper Goods	200	100	150	50	250	350	100	50	1,250
Material Glass	-	-	-	-	-	-	-	-	-
Machinery Parts	250	1,000	350	500	250	400	100	100	2,950
Windows/Roofing/Doors	4,000	300	500	400	1,000	550	-	100	6,850
Uniform/Boots	1,650	1,100	1,530	510	1,610	1,770	775	540	9,485
Material Misc.	5,000	2,600	3,000	3,500	3,500	4,000	3,000	1,000	25,600
Stoves/Refrigerators	100	-	100	-	-	-	-	-	200
Door Locks/Strikes	500	250	500	750	1,000	2,000	2,700	500	8,200
Material Exterminating	150	150	250	50	200	150	50	50	1,050
Equipment	2,000	3,000	2,000	2,000	2,000	2,000	2,000	1,000	16,000
Auto & Truck Repair	5,000	6,500	5,000	1,500	4,000	4,000	3,000	2,000	31,000
Vehicle Leasing	32,500	31,000	34,000	7,300	7,300	15,400	15,000	12,600	155,100
Pager/Answering/Cell	3,000	2,700	3,000	1,000	2,900	3,200	1,400	1,000	18,200
Snowblower/Lawnmower repair	2,000	500	2,000	1,000	2,000	2,000	600	500	10,600
Elevator Maintenance	-	-	-	-	17,000	19,000	18,000	-	54,000
Welding/Locksmith	1,500	500	250	500	-	1,000	500	-	4,250
Contract Plumbing	15,000	4,000	10,000	1,000	5,000	10,000	7,000	1,000	53,000
Contract Electrical	5,000	4,000	5,000	1,500	5,000	7,000	1,500	2,000	31,000
Contract Exterminating	21,000	14,000	20,000	6,500	20,600	23,000	23,000	7,000	135,100
Equipment Repairs	500	500	750	400	1,500	1,000	1,000	100	5,750
Boiler Repairs	5,000	1,000	1,500	500	5,000	1,000	1,000	300	15,300
Contract Misc.	18,000	30,000	20,000	15,000	26,000	15,000	12,000	7,000	143,000
Contract Cleaning/Painting	8,600	5,700	8,200	2,700	8,600	9,500	4,100	4,100	51,500
Repairs for Physical Inspection	-	-	-	-	-	-	-	-	-
Contract Fire & Security Alarm	4,000	1,000	2,000	1,000	10,000	10,000	10,000	1,000	39,000
Safety	2,400	2,000	2,300	1,500	2,500	2,500	1,650	1,500	16,350
Legal advice on Union Issues	6,000	5,000	5,000	2,500	5,000	5,000	3,000	2,000	33,500
Flooring/Carpeting/Tile	13,000	5,000	28,000	25,000	10,000	10,000	5,000	13,000	109,000
Appliance Repair	-	-	-	250	500	-	-	-	750
Roof Repairs	-	1,000	-	-	500	-	-	-	1,500
Lawn/Tree Care	3,000	3,000	2,000	21,000	5,000	3,850	1,000	1,000	39,850
Window Screen Repair	5,000	2,500	2,000	5,000	2,500	1,500	5,000	1,000	24,500
Ameresco Utility Procurement	4,463	2,946	4,240	1,406	4,500	4,932	2,120	1,518	26,125
Trash Removal	31,500	72,000	2,000	1,500	37,000	31,000	15,500	-	190,500
Transfer Station	-	3,200	2,000	2,000	1,500	1,000	1,000	400	11,100
Payroll Processing Expense	3,000	1,800	2,000	1,000	2,000	2,200	1,100	1,000	14,100
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	1,800	-	-	-	-	-	-	6,800
Prior Year Adjustment	-	-	-	-	-	-	-	-	-
Gain/Loss on sale of Equip	-	-	-	-	-	-	-	-	-
Contingency Expense	-	-	-	-	-	-	-	-	-
Total Expenses	2,104,416	1,460,550	1,401,766	697,943	1,750,080	1,889,450	1,004,252	539,508	10,847,965
Surplus (Deficit)	67,089	65,334	59,469	26,328	64,854	59,608	35,217	21,092	398,990
Cash Flow %	103.19%	104.47%	104.24%	103.77%	103.71%	103.15%	103.51%	103.91%	103.68%
CASH Flow%	3.19%	4.47%	4.24%	3.77%	3.71%	3.15%	3.51%	3.91%	3.68%

S-8 Single Room Occupancy Program
10/01/25 - 09/30/26

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 \$113.94 for each unit under contract. Shown below are anticipated income and expenses for the 2025-2026 fiscal year.

Income		
Administrative Fee		
23 units X 113.94 X 12	31,447	
Audit	115	
Interest	3,000	
Hap Income	161,736	
Total Income	196,298	

Expenses		
Salaries	8,939	
Benefits	4,625	
COCC Costs	4,023	
Legal	100	
Audit	115	
Sundry	1,400	
Rent Expense	420	
PHA-Web Software	200	
IT Consulting	175	
Criminal Check	100	
Vehicle Leasing	86	
Contract Misc	200	
Insurance	900	
Payroll Processing expense	50	
HAP Expense	161,736	
Total Expenses	183,069	
Surplus/(Deficit)	13,230	

S-8 Housing Choice Voucher Program
10/01/25- 09/30/26

Shown below are anticipated income and expenses for the 2025-2026 fiscal year.

Income		
Administrative Fee	2,185,666	
Audit	11,100	
Family Self Sufficiency	-	
Repayments	11,000	
HAP Income	26,100,000	
Total Income	28,307,766	

Expenses		
Salaries	863,321	
Benefits	446,631	
COCC Costs	386,190	
Audit	11,100	
Legal	2,000	
Travel	50	
Sundry Membership	7,200	
Sundry Telephone	13,200	
Sundry Cellphone pager	4,300	
Sundry Training	6,000	
Sundry Tuition Reimbursement	-	
Sundry Office Supplies	10,000	
Sundry Postage	23,800	
Sundry Copier Maintenance	7,750	
Sundry Advertising	25	
Sundry Publications	250	
Sundry Gas & Oil	550	
Sundry Rentals/Repairs	1,100	
Sundry Rent Expense	39,168	
Sundry Collection Agency	-	
Sundry Other	16,000	
PHA-Web Software	12,575	
IT Consulting	16,000	
Vehicle Leasing	8,304	
Contract Misc	4,000	
Fees to other PHA	94,000	
Criminal Records	9,000	
Insurance	80,000	
Payroll Processing Exp	4,225	
HAP Expense	26,100,000	
Total Expense	28,166,739	
Surplus	141,027	

Mainstream Vouchers
10/01/25 - 09/30/26
52 Vouchers

Income		
Administrative Fee	52 Vouchers @113.94 X12	71,099
Audit		230
HAP Expense		702,756
Total Income		774,085

Expenses		
Salaries		17,878
Benefits		9,249
COCC Costs		8,046
Legal		100
Audit		230
Sundry		3,000
Rent Expense		850
PHA-Web Software		300
IT Consulting		300
Criminal Check		250
Vehicle Leasing		171
Contract Misc		1,400
Insurance		2,100
Payroll Processing expense		100
HAP Income		702,756
Total Expenses		746,730
Surplus/(Deficit)		27,355

Tarrytown
10/01/2025-09/30/2026

Income

Tenant Dwelling Rent	527,047
Subsidy	567,887
Interest	20,500
Other Income	4,713
Total Income	1,120,147

Expenditures

Administrative Salaries	61,022
Maintenance Labor	142,158
Resident Services Salaries	23,658
COCC Cost Allocations	93,046
Benefits	117,352
Accrued Time	-
Legal	3,000
Travel	160
Audit.	2,800
Sundry Membership	100
Sundry Telephone	7,200
Sundry Cellphone pager	2,345
Sundry Tuition Reimbursement	-
Sundry Training	1,000
Sundry Office Supplies	1,100
Sundry Postage	-
Sundry Copier Maintenance	1,220
Sundry Advertising	50
Sundry Publications	100
Sundry Rentals/Repairs	50
Sundry Collection Agency	-
Sundry Other	2,200
PHA-Web Software	3,092
IT Consulting	2,000
Police Records	800
Resident Programs	2,000
Water	11,650
Sewer	26,000
Electricity	19,000
Gas/Heat	42,700
Materials	7,000
Vehicle Parts	350
Inventory Adjustment	
Material Hardware	200
Tools	1,000
Material Plumbing	2,000
Material Electrical	2,000
Material Carpentry	3,200
Gas & Oil	1,500
Materials Paint	2,500
Fencing & Landscaping	15,800
Cleaning Supplies/Paper Goods	100
Material Glass	-
Machinery Parts	200
Windows/Roofing/Doors	150
Uniform/Boots	400
Material Misc.	3,000
Stoves/Refrigerators	10,000
Door Locks/Strikes	9,000
Material Exterminating	150
Equipment	1,000
Auto & Truck Repair	2,500
Vehicle Leasing	11,300
Pager/Answering/Cell	1,500

Tarrytown
10/01/2025-09/30/2026

Snowblower/Lawnmower repair	1,500
Elevator Maintenance	9,500
Welding/Locksmith	500
Contract Plumbing	6,000
Contract Electrical	5,500
Contract Exterminating	14,500
Equipment Repairs	1,000
Boiler Repairs	3,000
Contract Misc.	29,600
Contract Cleaning/Painting	7,500
Repairs for Physical Inspection	-
Contract Fire & Security Alarm	42,000
Contract Security	-
Safety	4,000
Legal advice on Union Issues	3,000
Flooring/Carpeting/Tile	21,000
Appliance Repair	
Roof Repairs	
Lawn/Tree Care	6,000
Window Screen Repair	500
Trash Removal	12,000
Transfer Station	150
Payroll Processing Expense	1,100
Extraordinary Repairs	
Property Damage	
Contingency Expense	
Insurance	44,000
Collection Loss	10,000
Replacement Reserve	-
	-
Total Expenditures	863,004

Surplus/(Deficit) for reserve **257,143** To Transfer to Replacement Reserve at EOY

Summary:

- Included Fence repair for \$15,000
- Included restriping and sealing of parking lots \$15,000

MEMO TO: Board of Commissioners

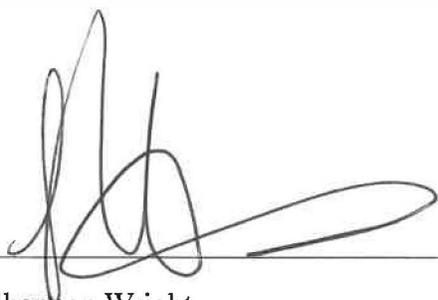
FROM: Shannon Romer-Wright, Executive Director

SUBJECT: Successor Agreement by and between Manchester Housing and Redevelopment Authority and AFSCME, Local 93

DATED: September 16, 2025

I have reviewed the attached and recommend approval.

Thank you,

A handwritten signature in black ink, appearing to be 'Shannon Wright', written over a horizontal line.

Shannon Wright

RESOLUTION NO. _____

APPROVING AN AUTHORIZING EXECUTION OF A SUCCESSOR AGREEMENT BY AND BETWEEN MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 93 AND ITS APPROPRIATE AFFILIATE LOCAL 298

WHEREAS, the Manchester Housing and Redevelopment Authority (Authority) has recognized the American Federation of State, County, and Municipal Employees Council 93 and its appropriate affiliate Local 298 (AFSCME) as the exclusive representative of the bargaining unit described in the Certification of Representation issued by the Public Employee Labor Relations Board (case #A-0523); and

WHEREAS, the Authority had entered into an agreement to promote orderly and peaceful relations between the Authority and the organized employees in the bargaining unit; and

WHEREAS, said Agreement expired September 30, 2025; and

WHEREAS, it is in the best interest of the residents and employees of the Authority that said successor Agreement be executed to cover the period of October 1, 2026; and

WHEREAS, said successor Agreement was discussed and considered at a meeting held on December 20, 2025;

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

1. That the Agreement by and between Manchester Housing and Redevelopment Authority and the American Federation of State, County, and Municipal Employees Local 93 and its appropriate affiliate Local 298 is hereby approved.
2. That the Executor Director is authorized and directed to execute said document in as many counterparts as may be required.

M E M O

TO: Shannon Wright, Executive Director

FROM: Kris Erkkila, Senior Asset Manager

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

DATE: September, 2025

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 November 1, 2024 to August 30, 2025, a total of \$11,323.71 in such write-offs needs to be approved.

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

M E M O

TO: Board of Commissioners
FROM: Shannon Wright, Executive Director
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges
DATE: September 16, 2025

I have reviewed the attached and recommend approval.

Thank you.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Shannon Wright

PH WRITE OFFS – September 10 2025:

This is for the November 1, 2025 through August 30, 2025

1) Rent: \$9464.71

- a. Deceased/Nursing Home: \$1,052.00
- b. Voluntary/Abandoned Unit: \$8,412.71
- c. Evictions: \$0

2) Legal Fees: \$0

3) Damages: \$1859.00

- a. Deceased/Nursing Home: \$1,859.00
- b. Voluntary/Abandoned Unit: \$0
- c. Evicted: \$0

Total Write Offs: \$11,323.71

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 November 1, 2024 to August 30, 2025 a total of \$11,323.71 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.

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 19, 2025**.

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
Shannon Wright	Executive Director

STAFF PRESENT

Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Development Director
Marie Papineau	Operations Director
Kris Erkkila	Senior Asset Manager
Regine Pelletier-Tracy	Finance Director

The Chair declared a quorum present.

The Chair introduced Item 2: Consent Agenda;

1. Approving amendment of HCV Admin Plan to incorporate EHV preference.

Commissioner Papanicalou asked how long MHRA had the EH vouchers for, the Leased Housing Director said since 2021. Commissioner Quinn asked if with the change there would be any dislocation to families, the Leased Housing Director said the new preference helps to avoid that.

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau
Thomas Hickman

NAYS

- b. Approving amendment of HCV Admin Plan to incorporate Singles preference.

The Leased Housing Director explained that this preference was already a practice of MHRA, it just had somehow been removed from the Admin Plan over the years. Commissioner Papanicolau referred back to Consent A. and asked when MHRA plans to transfer the EHV vouchers, the Leased Housing Director said November.

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

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

- c. Approving Public Housing Write-Offs Totaling \$57,156.36

Commissioner Lopez asked how write-offs impact the budget, the Finance Director said it is collections lose but it better to write-off because if we don’t then there is an impact on MHRA’s PHAs score.

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

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

The Chair introduced item 3; Minutes of **July 15, 2025**. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of **July 15, 2025**. Upon motion by Vice Chair Duffley and seconded by Commissioner Lopez, it was voted to approve the minutes of **July 15, 2025**.

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

<u>AYES</u>	<u>NAYS</u>
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 July, Public Housing ended at \$183,663 for the month which is 143,588 below plan. Then she noted that the Section-8 Administrative program ended the month at \$198,470 which is \$157,756 above plan.

The Chair then introduced Item 5; Public Housing Operations. The Housing Operations Director noted that the occupancy rate is at 98%. She continued to say that MHRA has partnered with a new pest control company that has had great results and maintenance is gearing up for inventory.

Commissioner Papanicolau asked for clarification on the inventory, the Finance Director said it is the year end count. Commissioner Quinn asked if we have seen an uptick in bed bugs. The Operations Director replied that there is unfortunately usually an uptick in bugs during the warmer months.

Commissioner Quinn asked for the Operations Director to expand on why she had meal bags. The Operations Director said we are transitioning to one kitchen to allow more efficiency and cost savings. Commissioner Quinn asked when this change will be implemented, the Operations Director said in September. Commissioner Papanicolau asked which kitchen will be used to prepare meals, the Operations Director said South Porter.

Commissioner Lopez asked how long it is taking to fill units. The Operations Director said longer than usual due to needing to replace floors. Commissioner Papanicolau asked what buildings need the new floors, the Operations Director said Elmwood mostly on the 2nd floor. Commissioner Lopez asked if Pariseau needs to be done, the Operations Director said Pariseau is about 60% done. Commissioner Lopez asked how many contractors do abatement, the Operations Director said there are a few in the state but not many. Commissioner Duffley asked if the tiles can be covered and provided recommendation on an alternative approach. The Operations Director said we would look into it.

The Chair introduced Item 6; S-8/HCV Program. As of July 31, 2025 there were 1968 families under lease. This includes 182 veteran families.

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

23 families have vouchers looking for units to rent.

As of July 31, 2025, approximately \$2,240.00 of rollover funds from Housing Applicant/Landlord Partnership Program are available. We continue to wait to find out if any further funding will become available from the city for this program.

Total claims paid out are as follows:

262 security deposits,

283 landlord incentive fees

66 application fees

45 HQS Unit Repair Fees.

As of August 6, 2025 the total amount spent to date of the Additional Administrative (AF) Fees for the HUD-VASH program allotted by HUD is \$6974.00 out of the total \$47,250.00 allotted.

Total claims paid out are as follows:

1 utility deposit

5 utility arrears payments

3 landlord incentive fees

1 application fee

2 security deposit

The Chair introduced Item 7; Resident Services. The Senior Asset Manager reported that the stem activity centers are all set up at both Elmwood Gardens and Kelley Falls. The items in the centers include, Lego, magnetic blocks and Magna Tiles. This project was funded by a grant Kawanis in the amount of \$ 2,380.00 from the Kiwanis. The kids have been excited to use them.

It has been a pretty busy summer for our youth, on July 30, 2025, twenty youth went to the Squam Lake Nature Center on a trip that was funded by a grant from the Rotary in the amount of \$1,000. The center provided walking trails, animal enclosures and an up-close animal encounter presentation with a skunk and snake.

Eight youth also went to the Seacoast Science Center on August 6, 2025 thanks to funding from the Sweeney Post. The Sweeney Post funding will also cover our last field trip of the summer to Lego Discovery Center in Somerville Massachusetts, on August 20th.

Resident Services has come under the Housing Operations department and we are working to understand how best to streamline services and create more connection for PH and LIHTC staff with Resident Services to provide the best possible supports for residents in need.

Commissioner Lopez asked how many kids attend the field trips, the Senior Asset Manager said about 20. Commissioner Quinn if the kids come from all the sites, the Senior Asset Manager said Kelley Falls and Elmwood. Commissioner Quinn asked how many backpacks were given out, the Senior Asset Manager said 60.

The Chair introduced Item 8., Development and Capital Fund Report. The Managing Director of Real Estate Development and Special Projects proceeded to update the Commissioners:

Funds are now available to us for Capital Fund FY25. Current Projects:

Emergency Lighting:

- Kelley Falls in process – 15 exteriors have been completed. Interior (stairwells) are in process. Much brighter at Kelley Falls!

Kalivas and O'Malley have been completed.

At Elmwood Gardens, work begins this week or next on the next seven roofs, trim work, and power washing.

Burns Laundry Upgrade has been completed.

Playground equipment has been re-set up at Elmwood Gardens. Final touchups are in process – painting, ground cover, etc.

The replacement of three roofs at Kelley Falls begins tomorrow by Eagle Rivet Roofing Service Corporation. (\$318,500)

Replacement of the boilers and DHW system in the flooded Elmwood basement should be switched over and completed today.

Kelley Falls Exterior Improvements Bldgs 11&17 (part funded by Capital Fund):

- Windows have been installed.
- Masonry work is in process.
- New Main doors and frames should be in on Friday (8/22); exterior unit doors should be here September 5, Interior unit entry doors – TBD
- Next awnings, painting, and finish work.
- Meetings continue weekly with the contractor and architect.
- A September completion is expected – this is a change from the expected August completion.

John McGrath will be working next week with Pelmac, the only local distributor of Keri, our chosen fob/entry system to replace the no-longer-supported Millenium system. Pelmac currently supplies and supports our building alarm systems and has a robust support team. Work will begin for all Public Housing, then eventually the Tax Credit and other projects.

Commissioner Papanicolau asked Director Jutras the third-floor roofs (the false roofs) would be removed at the time that the three Kelley Falls roofs are being replaced. The Director responded no, that is a separate project that this is just focusing on replacing the membrane roofs to the white TPO roofing.

Commissioner Lopez asked how the new units are holding up. Director Jutras clarified that he was asking about the Upland Heights units and he said yes. She said that for the most part things are well at that project. The hallways and other common areas look good. MHRA had worked with the door contractor on fixing interior doors and is currently working with the flooring contractor to replace the floor (under extended 10-year commercial warranty) in one unit that had experienced heavy wheelchair use. Other than that, there have been no significant issues at that property.

The Chair introduced Item 10; Executive Director's Report. The Executive Director noted that MHRA's 26' budget is being finalized will be presented to the Board in September.

The Chair introduced Item 11; Other Business

The Chair introduced Item 12; 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,
Shannon Wright, Secretary/Executive Director

**MHRA - Financial
Income & Expense
Public Housing
Aug 2025**

Program	Account Description	2025	August 2025	August 2025	YTD	2024	August 2024	August 2024	YTD
		Annual Budget	Y-T-D Budget	Y-T-D Actual	Variance	Annual Budget	Y-T-D Budget	Y-T-D Actual	Difference
Total AMPS	Dwelling Rent	6,112,119	5,602,775	5,522,435	(80,340)	5,917,476	5,424,353	5,593,377	169,024
	Subsidy	5,280,805	4,840,738	4,207,748	(632,990)	5,379,074	4,930,818	4,875,838	(54,980)
	All Other Income	1,002,340	918,811	1,192,882	274,071	910,471	834,598	981,488	146,890
	Total Income	12,395,263	11,362,325	10,923,065	(439,260)	12,207,021	11,189,769	11,450,703	260,934
	Admin & Maint & Benefits	4,905,722	4,496,912	4,040,995	(455,917)	4,703,860	4,311,872	4,213,682	(98,190)
	Tenant Services	170,350	156,154	112,361	(43,793)	182,350	167,154	74,895	(92,259)
	Utilities	2,157,400	1,977,617	2,300,089	322,472	2,110,200	1,934,350	1,995,424	61,074
	Maintenance	1,918,025	1,758,189	1,844,914	86,724	1,982,812	1,817,578	1,462,474	(355,104)
	All Other Expenses	3,006,763	2,756,199	2,579,728	(176,471)	2,669,028	2,446,609	2,505,454	58,845
	Extraordinary Maint.	5,000	4,583	3,000	(1,583)	18,000	16,500	4,299	(12,201)
	Total Expenses	12,163,260	11,149,655	10,881,087	(268,568)	11,666,250	10,694,063	10,256,228	(437,835)
	Net Income/(Loss)	232,004	212,670	41,978	(170,691)	540,771	495,707	1,194,475	698,768

*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 Aug-25

<u>Account Description</u>	<u>2025 Annual Budget</u>	<u>Aug-25 Y-T-D Budget</u>	<u>Aug-25 Y-T-D Actual</u>	<u>Y-T-D Difference</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>
Fees Earned	2,255,000	2,067,083	2,013,183	(53,900)	2,250,000	2,062,500	2,063,694	1,194
Other Income	18,500	16,958	97,587	80,629	15,261	13,989	116,993	103,004
Total Income	2,273,500	2,084,042	2,110,770	26,729	2,265,261	2,076,489	2,180,687	104,198
Salaries & Benefits	1,393,578	1,277,447	1,224,005	(53,442)	1,330,673	1,219,784	1,181,417	(38,367)
All Other Expenses	735,065	673,810	569,228	(104,581)	709,943	650,781	663,312	12,531
Fees Paid to other housing	80,000	73,333	86,537	13,203	57,212	52,444	72,411	19,967
Total Expenses	2,208,643	2,024,589	1,879,770	(144,820)	2,097,828	1,923,009	1,917,140	(5,869)
Net Income/(Loss)	64,857	59,452	231,001	171,548	167,433	153,480	263,547	110,067

* 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.

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM				
Aug-25				
SECURITY DEPOSIT CLAIMS	Month Totals	Y-T-D CLAIMS PAID OUT (*totals after adding from column B)	NUMBER OF SECURITY DEPOSITS PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 216,722.94	0	282
From Roll Over Funding (500k) *	\$ -	\$ 19,314.55		
From New Funding (300K) *	\$ -	\$ 168,632.51		
From Roll Over Funding (300K) *	\$ -	\$ -		
LANDLORD INCENTIVE FEES	Month Totals	Y-T-D CLAIMS PAID OUT (*totals after adding from column B)	NUMBER OF INCENTIVE PAYMENTS PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 159,000.00	0	283
From Roll Over Funding *	\$ -	\$ 9,500.00		
From New Funding (300K) *	\$ -	\$ 104,000.00		
From Roll Over Funding (300K) *	\$ -	\$ -		
APPLICATION FEES	Month Totals	Y-T-D CLAIMS PAID OUT (*totals after adding from column B)	NUMBER OF APPLICATION FEES (This month only)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 2,048.20	0	66
From Roll Over Funding *	\$ -	\$ 75.00		
From New Funding (300K) *	\$ -	\$ 970.00		
From Roll Over Funding (300K) *	\$ -	\$ -		
HQS UNIT REPAIR FEES	Month Totals	Y-T-D CLAIMS PAID OUT (*totals after adding from column B)	NUMBER OF HQS UNIT REPAIR FEES PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 72,216.86	0	45
From Roll Over Funding *	\$ -	\$ -		
From New Funding (300K) *	\$ -	\$ 10,814.07		
From Roll Over Funding (300K) *	\$ -	\$ 61.00		
CIP #811222 Funds Paid out (500K)	\$ -			
CIP #811222 Roll Over Funding Paid Out to Project	\$ -			
CIP #811222 Admin Fees Collected From Grant	\$ -			
CIP #811222 Admin Fees Collected From Rollover Funding	\$ -			
CIP #811222 Total Admin Fees Collected YTD	\$ 50,012.00		stop collecting admin from roll over once total reaches 30,000.00	
CIP #811222 Total Project Expenditure YTD	\$ 449,988.00		Funds paid out directly to LL's	
CIP #811222 Total Project Expenditure YTD (not including roll over, including admin fees)	\$ 500,000.00			
CIP #811222 Roll Over Funding Available	\$ 4,949.59			
CIP #811222 Funding Remaining	\$ -			
CIP #611224 New Funding Paid Out (300K)	\$ -		not applicable until (11/2023)	
CIP #611224 Roll Over Funding Paid Out to Project	\$ -			
CIP #611224 Admin Fees Collected From Grant	\$ -			
CIP #611224 Admin Fees Collected From Rollover Funding	\$ 1,250.00			
CIP #611224 Total Admin Fees Collected YTD	\$ 25,190.00		stop collecting admin from roll over once total reaches 30,000.00	
CIP #611224 Total Project Expenditure YTD	\$ 284,416.58		Funds paid out directly to LL's	
CIP #611224 Total Project Expenditure YTD (not including roll over, including admin fees)	\$ 309,606.58			
CIP #611224 Roll Over Funding Available	\$ (2,134.96)			
CIP #611224 Funding Remaining	\$ -			
Total of Funding Paid w/o Roll Over YTD (not including Admin Fees collected)	\$ 734,404.58		Funds paid out directly to LL's	
Total Funding Paid with Roll Over YTD (not including Admin Fees collected)	\$ 763,355.13		Funds paid out directly to LL's	
Total Funding Available (Including Available Roll Over)	\$ 2,814.63			

VASH Incentive Program 2024-2025		
Program Data as of		9/5/2025
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	5	\$1,806.09
Owner Incentive Payments	3	\$2,000.00
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)	2	\$2,895.00
Total Project Expenditure		\$6,974.37
Funding Available		\$40,275.63
Total Number of Participants Served (HoH)		8
Total Pending		0

Jul-25
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1968
TOTAL HCV HOUSEHOLD MEMBERS 3956

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
9	2	10	11	49 Manchester Street #15	MANCHESTER, NH 03104
				109 Eastern Ave # 305	MANCHESTER, NH 03104
VOUCHERS ISSUED TO VETERANS	VOUCHERS EXPIRED FOR VETERANS	VOUCHERS LEASED TO VETERANS	TOTAL NUMBER OF VETERANS HOUSED	246 Central Street #1R	MANCHESTER, NH 03103
3	2	2	182	415 Cartier Street	MANCHESTER, NH 03102
				238 Auburn Street # 1	MANCHESTER, NH 03103
				196 Laurel Street # 2F	MANCHESTER, NH 03103
				210 Notre Dame Ave # 2	MANCHESTER, NH 03102
				1095 Bodwell Road # 2	MANCHESTER, NH 03109
				163 S Beech Street # 103	MANCHESTER, NH 03103
				134 Pine Street	NASHUA, NH 03060

Aug-25
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1969
TOTAL HCV HOUSEHOLD MEMBERS 3948

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
17	2	11	16	49 Manchester Street #5	MANCHESTER, NH 03104
				394 Second Street # 404	MANCHESTER, NH 03102
VOUCHERS ISSUED TO VETERANS	VOUCHERS EXPIRED FOR VETERANS	VOUCHERS LEASED TO VETERANS	TOTAL NUMBER OF VETERANS HOUSED	122 Market Street # 3D	MANCHESTER, NH 03101
4	1	2	184	600 Maple Street # 103	MANCHESTER, NH 03104
				790 S Porter Street # 321	MANCHESTER, NH 03103
				211 Tarrytown Road # 1	MANCHESTER, NH 03103
				109 Eastern Ave # 304	MANCHESTER, NH 03104
				21 Quirin Street	MANCHESTER, NH 03102
				276 Concord Street # 2W	MANCHESTER, NH 03104
				682 Harvard Street # 3	MANCHESTER, NH 03103
				26 Langdon Ave	CONCORD NH 03301

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	98.00%
Gallen Apartments	95	93	2	98.00%
O'Malley Apartments	100	100	0	100.00%
Kalivas Apartments	100	98	2	98.00%
Pariseau Apartments	100	96	4	96.00%
Burns Apartments	121	120	1	99.00%
Elmwood Gardens	200	195	5	98.00%
Scattered Sites	321	318	3	99.00%
<u>TOTAL PUBLIC HOUSING UNITS</u>	1169	1150	19	98.00%
<u>Assisted Market Rate Property</u>				
Tarrytown Road Apts	102	100	2	98.00%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%
<u>TOTAL ASSISTED MKT RATE UNITS</u>	107	105	2	98.00%
<u>Tax Credit Properties</u>				
Marygale Apartments	37	37	0	100.00%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	59	2	97.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	46	2	96.00%
<u>TOTAL TAX CREDIT UNITS</u>	200	196	4	98.00%
<u>Total Number of People Served</u>	2,664			
<u>Total Number of Veterans Housed</u>	87			

As of August 31, 2025 there were 1969 families under lease. This includes 184 veteran families.

There were 16 families that left the program as of the end of August.

22 families have vouchers looking for units to rent.

As of August 31, 2025, approximately \$2,815.00 of rollover funds from Housing Applicant/Landlord Partnership Program are available. We continue to wait to find out if any further funding will become available from the city for this program.

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