

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, December 16, 2025, in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

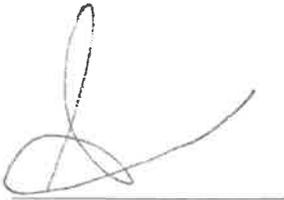
1. **Roll Call**
2. **Consent Agenda:**
 - a. Approval of Section 8 SEMAP Certification
 - b. Approval of Statutory Parental Leave Law Addition to Employee Handbook
3. **Approval of Minutes:** Minutes of the Regular Meeting of November 18, 2025
Minutes of the Nonpublic Executive Session November 18, 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. General updates
11. **Other Business**
12. **Adjourn**

MEMO

TO: Board of Commissioners
FROM: Shannon Wright, Executive Director
SUBJECT: Section 8 SEMAP Certification
DATE: December 11, 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
Executive Director

MEMORANDUM

TO: Shannon Wright, Executive Director
FROM: Catherine Brown, Leased Housing Director
SUBJECT: Section 8 Management Assessment Program
DATED: November 26, 2025

As you know, were required to submit our Section 8 Management Assessment Program (SEMAP) Certification by November 29, 2025. The certification is similar to Form HUD-52648 (8/2000). SEMAP certification is HUD’s way of determining if the Section 8 program is following HUD rules and maintaining integrity of the program.

Under 24 CFR § 985.101, a PHA must submit its SEMAP certification within 60 days after the end of its fiscal year. HUD requires Board approval and submission by the Executive Director.

I believe that we will score well in this certification and that we qualify for a score of 140 points out of a total of 145 points.

Below please find a list of each indicator as well as the score reported by us.

Indicator #	Name	Score
1	Selection from Waiting List	15 of 15
2	Reasonable Rent	20 of 20
3	Determination of Adjusted Income	20 of 20
4	Utility Allowance Schedule	5 of 5
5	HQS Quality Control Inspections	5 of 5
6	HQS Enforcement	10 of 10
7	Expanding Housing Opportunities	5 of 5
8	Payment Standards	5 of 5
9	Annual Reexaminations	10 of 10
10	Correct Tenant Rent Calculations	5 of 5
11	Precontract HQS Inspections	5 of 5
12	Annual HQS Inspections	10 of 10
13	Lease-up	15 of 20
14	Family Self-Sufficiency	10 of 10
Bonus	Deconcentration	-0-of 5
Projected Rating		140 of 145
		97%

RESOLUTION NO. 5692

**APPROVING AND AUTHORIZING EXECUTION AND SUBMISSION OF THE
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that all housing authorities submit certification as to the performance of their Section 8 Programs in accordance with the Section 8 Management Assessment Program (SEMAP); and

WHEREAS, the staff of the Manchester Housing and Redevelopment Authority (MHRA) has analyzed the performance of the Section 8 Program and has prepared the required SEMAP Certification; and

WHEREAS, the SEMAP Certification is to be submitted by November 29, 2025:

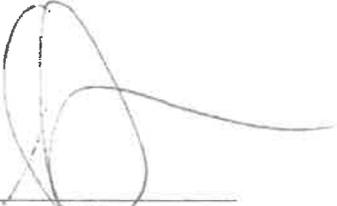
NOW, THEREFORE, BE IT RESOLVED By the Board of Commissioners of the Manchester Housing and Redevelopment Authority that the Chair of the Board of Commissioners and the Executive Director are hereby authorized to execute said SEMAP Certification in whatever format HUD requires and to submit said executed SEMAP Certification to the U.S. Department of Housing and Urban Development.

MEMO

TO: Board of Commissioners
FROM: Shannon Wright, Executive Director
SUBJECT: New Statutory Leave Law Addition To MHRA Handbook
DATE: December 11, 2025

I have reviewed the attached and recommend approval.

Thank you.

A handwritten signature in black ink, appearing to read 'Shannon Wright', with a long horizontal flourish extending to the right.

Shannon Wright
Executive Director

MEMO TO: Shannon Wright, Executive Director, Board of Commissioners

FROM: Jennifer Leonard, HR Manager

SUBJECT: Employee Handbook Updates

DATE: December 10th, 2025

The State of New Hampshire has recently passed an amendment of employment law RSA 275 that comes into effect 1/1/2026.

The amendment, RSA 275:37, entitles employees to take up to 25 hours of unpaid leave during the first year after the birth or adoption of a child to attend:

- The employee's own childbirth-related medical appointments;
- Postpartum care appointments; or
- The child's pediatric medical appointments.

When both parents work for the same employer, the parents are entitled to a combined total of 25 hours in their child's first year – not 25 hours per parent.

Due to this, and in an effort to continue to remain compliant, applicable sections in the Handbook have been revised for Board review and approval.

RESOLUTION NO. 5693

Resolution to Make Required Changes to the Employee Handbook Reflecting Statutory Parental Leave Law

WHEREAS on January 1, 2026 the Parental Leave Law will be enacted and;

WHEREAS the new law will be implemented and;

WHEREAS MHRA is a covered employer required to adhere to the Parental Leave Law;

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 Leave sections to reflect the required language (in red) as follows:

Statutory Parental Leave

Employees may take up to 25 hours of unpaid leave during the first year after the birth or adoption of a child to attend:

- The employee's own childbirth-related medical appointments;
- Postpartum care appointments; or
- The child's pediatric medical appointments.

When both parents work for MHRA, the parents are entitled to a combined total of 25 hours in their child's first year – not 25 hours per parent.

Employees seeking to request leave under this section shall provide at least seven days' notice or, if it would be unreasonable to provide at least seven days' notice, as much notice as is practicable. Employees are also asked to make reasonable efforts to such absences to minimize disruption to operations.

Statutory shall run concurrently with FMLA leave, as applicable. Employees are not required to but may concurrently use accrued sick time, if available, in order to receive pay during statutory parental leave.

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, **November 18, 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
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
Jen Leonard	Human Resources Manager

The Chair declared a quorum present.

The Chair introduced Item 2: Consent Agenda;
No consent items.

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

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau
Thomas Hickman

NAYS

The Chair introduced Item 4; Financial Report. The Finance Director stated that for the month of October, which is the first month of the new fiscal year, Public Housing ended the month at \$260,366, which is \$227,117 above plan. Finance is continuing to work of yearend process.

Commissioner Papanicolau asked if all accruals are done. The Finance Director said yes, there may be just a few more yearend entries.

Then she noted that the Section-8 Administrative program ended the month at \$11,040 which is \$726 below plan, but also only the first month of the new fiscal year.

The Chair introduced Item 5; Public Housing. The Operations Director noted that the vacancy rate is at 98%, with three more units available as of today. Public Housing staff is working on recertifications.

Commissioner Quinn asked for the Director to expand on recertifications. The Operations Director said the recertification process includes confirming tenants are paying 30% of their income and this process is done annually by AMP location. Recently changed to annual vs monthly because it is administratively more efficient. Commissioner Quinn asked when the recertifications need to be completed by. The Operations Director said just whenever the annual process is set by AMP.

The Chair introduced Item 6; S-8/HCV Program. As of October 31, 2025 there were 1945 families under lease. This includes 184 veteran families.

There were 115 families that left the program as of the end of October 2025.

26 families have vouchers looking for units to rent.

As of October 31, 2025, approximately \$4,893.00 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 November 4, 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

Commissioner Lopez asked what MHRA is waiting on from the Mayor for the Landlord Partnership Program. The Section 8 Director said funding, MHRA had asked for \$500,000 in additional funding but has not heard back from the mayor.

The Chair introduced Item 7; Human Resources. The Human Resources Manager noted the upcoming employee events, grocery vouchers and the holiday party of Friday, 12/12 at 1pm. Commissioner Lopez asked how much the vouchers are for, the HR Manager said \$25.

The Chair introduced Item 8; Resident Services. The Senior Asset Manager said Manchester Community Music school has started weekly music sessions at Elmwood that will run through April.

Commissioner Quinn asked how many kids can be involved. The Senior Asset Manager said there is currently no cap, all are welcome.

Commissioner Papanicolau asked when the toy drive is. The Senior Asset Manager said Saturday, 12/6.

The Chair introduced Item 9., Development and Capital Fund Report. The Managing Director of Real Estate Development and Special Projects proceeded to update the Commissioners:

- Current Projects:
 - Emergency Lighting at Kelley Falls is completed.
 - Replacement of three roofs at Kelley Falls is 100% complete including metal work around the edges.
 - Elmwood Shed Replacement/Boiler Move Pilot has begun.
 - Building is ready to be delivered on Monday 11/24
 - This week the pad will poured – weather dependent.
 - If all works out, building will be placed on pad, boilers will be moved, connections will be completed, and residents can return their belongings to the storage unit.
 - Kelley Falls Exterior Improvements Buildings 11 & 17 (funded in part by Capital Fund).
 - New main door frames have been installed. Waiting for glass (4-6 weeks)
 - Unit exterior doors are waiting on glass and locks/levers.
 - Unit hallway doors will begin replacement next week.
 - All interior and exterior lighting is complete.
 - Awnings have been installed.
 - Decorative exterior panels should be installed next week.
 - Some hallways have been painted.
 - In contact daily/weekly with contractor and architect.
 - An early December completion is expected due to the door glass – this is a change from the original expected August completion.
- Exploring Future Projects:
 - Roofing Contract for additional roofing at Elmwood Gardens
 - Roofing Contract for AMP 16 (Scattered sites)

- Windows at Kelley Falls
- Boilers at Gallen (condensate)
- Fob upgrades at other properties
- Call for Aid Removal – HUD inspects and expects it to work if it is there. Not required to be there.

The Chair introduced Item 10; Executive Director's Report. The Executive Director noted that the federal budget has only been continued through 01/30/2026 and that there is a chance for another shutdown come that date. She also said that she continues to be active in meeting community leaders and considering projects for 2026. One of the properties of discussion is the large city owned lot next to Kelley Falls. The prior Executive Director did approach the mayor with the idea to develop the land but the discussion did not continue. The current Executive Director will be meeting with a few housing leaders to re-engage in the discussion in hopes that development can eventually happen on the lot of land.

Commissioner Lopez stated MHRA may be able to tap into HOME funds. Commissioner Duffley noted that some of the land is owned by the Diocese.

The Chair introduced Item 11; Other Business. No other business to report.

The Chair introduced Item 12; Adjournment. There being no further business, per RSA 91-A:3 the Board moved into a nonpublic Executive session. Commissioner Lopez made a motion to adjourn; Vice Chair Duffley seconded the motion. All were in favor.

Respectfully submitted,
Shannon Wright, Secretary/Executive Director

MINUTES OF THE NONPUBLIC EXECUTIVE SESSION

OF THE COMMISSIONERS OF THE

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

The Commissioners of the Manchester Housing and Redevelopment Authority met for a nonpublic Executive session directly following the regular monthly Board session at 198 Hanover Street, in the City of Manchester, New Hampshire on Tuesday, **November 18, 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
Shannon Wright	Executive Director

The Chair declared a quorum present.

The Executive Director reported regarding organizational restructure. The Executive Director provided each member of the Board with MHRA organizational charts from 12/2024 and present. She explained the department consolidations, reasons for reduction in staff, and current outcomes.

Commissioner Papanicolau asked the Executive Director how the changes have impacted morale. The Executive Director answered that change can be difficult to accept but the changes have been necessary, particularly due to significant budget concerns.

Commissioner Papanicolau noted how important retaining the culture and morale is because years ago there was a lot of animosity. The Executive Director agreed.

There being no further business, the Chair called for adjournment. 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 Reporting

Income & Expense Report
S-8 Administrative Income & Expense
Oct-25

Account Description	2026	Oct-25		Oct-25		2025	Oct-24		Oct-24		Y-T-D
	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	Y-T-D Actual	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	Y-T-D Actual	Y-T-D Difference
Fees Earned	2,185,666	182,139	345,604	163,465	185,307	2,255,000	187,917	185,307	(2,610)	185,307	(2,610)
Other Income	22,100	1,842	12,794	10,952	0	18,500	1,542	0	(1,542)	0	(1,542)
Total Income	2,207,766	183,981	358,398	174,418	185,307	2,273,500	189,458	185,307	(4,151)	185,307	(4,151)
Salaries & Benefits	1,309,891	109,158	220,309	111,151	105,835	1,393,578	116,132	105,835	(10,297)	105,835	(10,297)
All Other Expenses	662,678	55,223	95,687	40,464	46,274	751,065	62,589	46,274	(16,315)	46,274	(16,315)
Fees Paid to other housing	94,000	7,833	17,462	9,629	7,089	80,000	6,667	7,089	422	7,089	422
Total Expenses	2,066,569	172,214	333,458	161,244	159,198	2,224,643	185,387	159,198	(26,189)	159,198	(26,189)
Net Income/(Loss)	141,197	11,766	24,940	13,174	26,109	48,857	4,071	26,109	22,038	26,109	22,038

* 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 - Financial
Income & Expense**

Public Housing

November 2025

Program	Account Description	2026		Nov 2025		Nov 2025		2025		Nov 2024		Nov 2024	
		Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual
Total AMPS	Dwelling Rent	5,992,543	998,757	1,049,728	50,971	6,112,119	1,018,687	1,020,319	1,018,687	1,020,319	1,018,687	1,020,319	1,633
	Subsidy	4,101,894	683,649	1,034,334	350,685	5,280,805	880,134	821,564	5,280,805	821,564	880,134	821,564	(58,570)
	All Other Income	1,152,519	192,086	226,930	34,843	1,002,340	167,057	159,140	1,002,340	159,140	167,057	159,140	(7,917)
	Total Income	11,246,955	1,874,492	2,310,992	436,499	12,395,264	2,065,877	2,001,023	12,395,264	2,001,023	2,065,877	2,001,023	(64,854)
	Admin & Maint & Benefits	3,687,790	614,632	674,066	59,435	4,905,722	817,620	678,923	4,905,722	678,923	817,620	678,923	(138,697)
	Tenant Services	169,250	28,208	536	(27,672)	170,350	28,392	4,649	170,350	4,649	28,392	4,649	(23,743)
	Utilities	2,591,300	431,883	273,218	(158,666)	2,157,400	359,567	309,433	2,157,400	309,433	359,567	309,433	(50,133)
	Maintenance	1,733,682	288,947	318,743	29,796	1,918,025	319,671	219,068	1,918,025	219,068	319,671	219,068	(100,603)
	All Other Expenses	2,659,143	443,191	390,879	(52,312)	3,006,763	501,127	522,506	3,006,763	522,506	501,127	522,506	21,379
	Extraordinary Maint.	6,800	1,133	888	(245)	5,000	833	408	5,000	408	833	408	(425)
	Total Expenses	10,847,965	1,807,994	1,658,330	(149,664)	12,163,260	2,027,210	1,734,986	12,163,260	1,734,986	2,027,210	1,734,986	(292,224)
	Net Income/(Loss)	398,990	66,498	652,662	586,163	232,004	38,667	266,037	232,004	266,037	38,667	266,037	227,369

*Operating Subsidy is above plan.
 *Salaries & Benefits are under budget due a couple positions beig vacant
 And also the fact that the Health insurance increased is as of 01/01/2023

Oct-25 Month to Month Comparison

VOUCHERS ISSUED	12	VOUCHERS EXPIRED	1	VOUCHERS LEASED	12	END OF PARTICIPATION	11	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
VOUCHERS ISSUED TO VETERANS	7	VOUCHERS EXPIRED FOR VETERANS	0	VOUCHERS LEASED TO VETERANS	0	TOTAL NUMBER OF VETERANS HOUSED	183	49 Manchester Street #12 370 Amherst Street # 8 225 Tarrytown Road # 12 752 Silver Street 145 Massabasic Street 16 Kimball Hill Road 68 Arbor Circle # C	MANCHESTER, NH 03104 MANCHESTER, NH 03103 MANCHESTER, NH 03104 MANCHESTER, NH 03103 MANCHESTER, NH 03103 GREENVILLE, NH 03048 GOFFSTOWN, NH 03045
TOTAL VOUCHERS UTILIZED	1945	TOTAL HCV HOUSEHOLD MEMBERS	3911						

Nov-25 Month to Month Comparison

VOUCHERS ISSUED	9	VOUCHERS EXPIRED	1	VOUCHERS LEASED	11	END OF PARTICIPATION	6	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
VOUCHERS ISSUED TO VETERANS	5	VOUCHERS EXPIRED FOR VETERANS	1	VOUCHERS LEASED TO VETERANS	3	TOTAL NUMBER OF VETERANS HOUSED	185	118 Beech Street # 4 228 Karatas Ave # 303 790 S. Porter Street # 211 750 S. Porter Street # 104 580 Kimball Street # 307 105 West River Drive # 37 7 Country Club Drive # 12 354 Morey Street 580 Kimball Street #106 522 Ocean Blvd 180 Union Street # 12	MANCHESTER, NH 03103 MANCHESTER, NH 03104 MANCHESTER, NH 03103 MANCHESTER, NH 03103 MANCHESTER, NH 03102 MANCHESTER, NH 03104 MANCHESTER, NH 03102 MANCHESTER, NH 03103 MANCHESTER, NH 03102 HAMPTON, NH 03842 LACONIA, NH 03246
TOTAL VOUCHERS UTILIZED	1948	TOTAL HCV HOUSEHOLD MEMBERS	3918						

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM				
Nov-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)	\$ -	\$ 215,722.94	0	262
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	68
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 50,000.00	
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	\$ 5,020.13			
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	\$ 28,940.00		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)	\$ 313,356.58			
CIP #611224 Roll Over Funding Available	\$ (851.20)			
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)	\$ 763,366.13		Funds paid out directly to LL's	
Total Funding Available (including Available Roll Over)	\$ 4,168.93			

VASH Incentive Program 2024-2025

Program Data as of

12/3/2025

Type of Fee	NUMBER OF PARTICIPANTS RECEIVING PAYMENTS	Y-T-D CLAIMS PAID OUT
Holding Fees	1	\$500.00
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	2	\$145.00
Broker fees	0	\$0.00
Refundable Application Deposit Assistance	0	\$0.00
Security Deposit (Exceptions Only)	2	\$2,895.00
Total Project Expenditure		\$7,549.37
Funding Available		\$39,700.63
Total Number of Participants Served (HoH)		9
Total Pending		0

Resident Services Update

BOC meeting 12/16/2025

- The holiday toy drive benefitted our Public Housing tenants this year. On Saturday, December 6th many MHRA staff members volunteered their time to assist families in shopping for Christmas gifts for over 350 children.
- This year we will be creating a birthday closet with left over toys to allow parents to receive 1-2 toys (depending on availability) to celebrate their child's birthday.
- Our partnership with HOPE-NH, Helping Our Pupils Excel has never been stronger and we are working collaboratively to engage our children through sports music, food (both afterschool snacks and holiday baskets for families) and consistent long-term mentorship. Elmwood children participating in the after-school club and HOPE sponsored activities have much lower absenteeism rates than other kids in the same schools. I expect this connection to continue to grow and am strategizing to bring more support to our KF children as well.
- Resident Services Coordinators have successfully assisted numerous tenants with food stamp and Medicaid applications; they are also teaming up with public housing staff to assist in the recertification process with tenants. This collaboration is allowing tenants to feel support as a whole not just for housing related needs. 2025

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

(m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

IV. (a) A public body or agency may adopt procedures to review minutes of meetings held in nonpublic session and to determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. If the public body determines that those circumstances no longer apply, the minutes shall be available for release to the public pursuant to this chapter.

(b) In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.

TITLE VI
PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 91-A
ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

Section 91-A:3

91-A:3 Nonpublic Sessions. –

- I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.
- (b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.
- (c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.
- II. Only the following matters shall be considered or acted upon in nonpublic session:
- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
- (f) [Repealed.]
- (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damages to property or widespread injury or loss of life.