

HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY APRIL 17, 2019 – 6:30 P.M.
MAYFAIR GARDENS COMMUNITY ROOM – NORTH MAIN STREET

AGENDA

- I. MEETING CALLED TO ORDER
- II. ADOPTION OF MINUTES
 - (A) March 20, 2019
- III. CORRESPONDENCE
 1. Letter from HUD - RAD (CHAP Award) Commitment Housing Assistance Payment Contract
- IV. ACCOUNTS PAYABLE
 1. March 2019 Payment Summary & Detail Report
- V. EXECUTIVE REPORT
 - (A) Financial Statements
 1. March 2019
 - (B) Vacancy Reports
 1. March 2019
 - (C) General Information
 1. Modernization Report
 2. Circle of Friends – Spring 2019 Edition
 3. Upcoming NERC-NAHRO Conference June 23 -26, 2019
 4. Update to North Elm Street
 5. Update to Congregate Revitalization
- VI. CHAIRMAN'S REPORT
 1. Executive Director Contract
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ITEMS FOR FUTURE AGENDA
- X. EXECUTIVE SESSION IS NOT EXPECTED
- XI. ADJOURNMENT

Cc: Town Clerk TownClerkDept@manchesterct.gov

CORPORATE MINUTES - BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2019

Wednesday, March 20, 2019

Mayfair Gardens Community Room

Attending: Josh Howroyd - Chairman
Timothy Becker - Commissioner
Lisa O'Neill - Commissioner
Judith Taylor, Tenant Commissioner
Joseph D'Ascoli, Executive Director

Absent Paul Rubin - Vice Chairman

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes – Meeting of February 20, 2019
Chairman Howroyd called for a motion to approve the minutes of February 20, 2019. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0-1 with one abstention.
- III. Correspondence
Mr. D'Ascoli shared the Town's CDBG Plan is open for applications and Mr. Itsou wrote a proposal for \$50k. These funds would be used to convert tubs to showers and making another unit ADA compliant.
- IV. Accounts Payable – February 2019
- V. Executive Director's Report
 - A. Financial Statements – February 2019
Mr. D'Ascoli shared MHA is financially in good shape. One unexpected expense is to rehab a unit where the tenant passed away. Mr. Becker asked about North Elm Street. Mr. D'Ascoli stated the complex was sold but they have not closed.
 - B. Vacancy Report – February 2019
Mr. D'Ascoli reported MHA is doing very well keeping units rented.
 - C. General Information
 1. Modernization Report
Mr. D'Ascoli shared MHA is holding the capital funds as we are waiting to see if we are approved for the RAD funds.
 2. RAD Update
Mr. D'Ascoli shared he has had no updates on the RAD funding, and he will keep the Board apprised.
 3. Capital Needs Assessment (CNA) Inspection(s) Update
EMG will begin their inspection beginning on Thursday March 21, 2019 and should be completed by the following Thursday March 28, 2019. Once EMG finalizes their report (within 45 days), the Executive Director will share the report with the Board.
- VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2019-3 To enter into a Consulting Agreement for the RAD Program
Mr. D'Ascoli explained that the consultant, Jason Bonder, has incurred some expenses thus far which includes assisting and guiding MHA with the RAD application. Mr. Becker asked about the credentials for Mr. Bonder. Mr. D'Ascoli shared before scheduling the meeting with Mr. Bonder, he consulted with three other housing authorities about this program and Mr. Bonder came highly recommended. Motion was made by Ms. O'Neill to approve Resolution 2019-3 To enter into a Consulting Agreement for the RAD Program. Ms. Taylor seconded. Motion passed 4-0.

2. MHA Updated Tenant Accounts Receivable (TAR) Collection Policy
Mr. D'Ascoli reported he got copies from Glastonbury Housing Authority of their TAR policy and incorporated them in MHA's policy. After a brief discussion about this policy Mr. Becker made a motion to keep the MHA TAR 2016 policy as is. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 4-0.

IX. Items for Future Agenda

Chairman Howroyd requested the Board get any items for the agenda to him or Mr. D'Ascoli.


X. Executive Session – Negotiation of Executive Director Contract

Chairman Howroyd called for a motion to go into executive session. Ms. O'Neill so moved, Mr. Becker seconded. Motion passed 4-0 at 7:51 pm.


Chairman Howroyd called for a motion to end the Executive Session. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0 at 8:08 pm.

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 4-0 at 8:08 pm.



CHAIRMAN
4/17/2019



ATTEST
4/17/19