

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

2019

April 17, 2019

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Timothy Becker
Lisa O'Neill
Joseph D'Ascoli, Executive Director
Absent Judith Taylor – Tenant Commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:33 pm

II. Adoption of Minutes – Meeting of March 20, 2019

Chairman Howroyd called for a motion to approve the minutes of March 20, 2019. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

III. Correspondence – Letter from HUD-RAD (CHAP Award) Commitment Housing Assistance Payment contract

Mr. D'Ascoli shared the copy of the letter from HUD accepting our proposal for RAD. The next phase is filling out all the paperwork. Mr. Becker asked about the need's assessment report. Mr. D'Ascoli shared he will email it to the Commissioners once he gets it. He went on to say that MHA is ahead due to having already started working on the actual capital needs assessment process. Mr. Becker asked if our designation status will remain the same and Mr. D'Ascoli said yes.

IV. Accounts Payable - No comments

V. Executive Director's Report

A. Financial Statements – March 2019

Mr. D'Ascoli shared we are in good shape.

B. Vacancy Report – March 2019

Mr. D'Ascoli explained the 4 vacancies, 3 at Mayfair Gardens and one at Spencer Village. The one unit that required hazmat intervention has been taken off line.

C. General information

1. Modernization Report

Mr. D'Ascoli remarked that MHA has not touched any of the Capital funds until the RAD program is up and running.

2. Circle of Friends – Spring Edition

Mr. D'Ascoli commended Mary Ann Murry for her excellent job with this publication.

3. Upcoming NERC-NAHRO Conference June 23 – 26, 2019

Mr. D'Ascoli requested if anyone is interested in attending this conference to let him know and he will get them registered. He suggested commissioners make their own hotel reservations early to take advantage of the conference rates.

4. Update to North Elm Street

Mr. D'Ascoli updated the Commissioners on North Elm and the meeting with Mr. O'Neill, Zinsser and Grant. The closing is scheduled for Monday, April 22, 2019. There have been few minor issues i.e. a failed inspection due to a broken window. Suggestion was made to the buyers to contact the inspection company and explain they have just purchased the property and request a 30-day extension for getting the repair done.

5. Update to Congregate Revitalization

This project is going very well. Residents have moved back into their original units. We are in the last phase of moving residents into swing space while their units are being renovated; 59% of the units have been completed. Mr. D'Ascoli went on further to explain the renovations to community space, the kitchen as well as the outside space is next.

VI. Chairman's Report – Executive Directors Contract

Chairman Howroyd briefed the Board on the Executive Directors contract. He shared information from D & V Mainsail regarding the Executive Director salary compensation.

VII. Old Business - None

VIII. New Business

Chairman Howroyd called for a motion to add an item to the agenda under new business to authorize the Chairman to enter with the Executive Director the employment contract Resolution 2019-4. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

Chairman Howroyd updated the Board regarding the Executive Director's contract. The contract had a few changes to the existing one. The vehicle expense stipend will be rolled into the salary, if approved the existing contract will begin today to expire April 2024 with the ability to extend to 2026 by mutual agreement of the Board. The salary increase will be retroactive to January 1.

Ms. O'Neill moved to approve Resolution 2017-4 to authorize Chairman Howroyd to enter into the Executive Director employment contract with Joseph D'Ascoli for a term of five years. Mr. Rubin seconded. Motion passed 4-0.

IX. Items for Future Agenda

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

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. O'Neil so moved; Mr. Rubin seconded. Motion passed 4-0 and the meeting was adjourned at 7:32 pm.

John Ham

4/14/2019

CHAIRMAN

[Signature]

4/14/19

ATTEST