

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

2019

June 19, 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 May 14, 2019  
Chairman Howroyd called for a motion to approve the minutes of May 14, 2019. Mr. Becker so moved, Mr. Rubin seconded. Motion passed 3-0.
- III. Correspondence – None
- IV. Accounts Payable – May 2019 Payment Summary & Detail Report  
Mr. D'Ascoli reported MHA is looking very good.
- V. Executive Director's Report
  - A. Financial Statements – May 2019  
Mr. D'Ascoli explained the report from Mr. Counihan with regard to MHA's finances. We have not been using our Capital Funds so AMP I is below budget by \$85k. The \$35k deficit in AMP II is due to replacing several roofs. By year end AMP II will be in the positive.  
  
Mr. Becker asked about the retirement fund. Mr. D'Ascoli reported the State has not managed the funds accordingly and each year housing authorities will have to increase their contributions to this account. Currently employees are contributing 2% and MHA is contributing 4%. Over the next several years MHA will have to increase their contributions until we reach 21%. Chairman Howroyd shared the State has underfunded this account and employees are only responsible for contributing 2%. He also noted that CONN NAHRO is looking into this situation as well.
  - B. Vacancy Report – May 2019  
We are in good shape. Mr. D'Ascoli will be asking HUD to take one unit off line at Mayfair Gardens due to this unit being un-rentable
  - C. General information
    1. Modernization Report  
Mr. D'Ascoli reported MHA will be replacing several roofs at Mayfair Gardens, Lisa Drive and Westhill Gardens. RFP's have gone out for repair of some driveways but due to the small nature of the job and extensive paperwork a contractor must fill out for HUD we have not received any responses. We also have slated electrical upgrades at Westhill Gardens.
    2. Update to the Revitalization of Westhill Gardens - Congregate  
The Renovations of the Congregate are coming along very well. To date 30 units have been renovated. The next phase will be sidewalks, the truss for the canopy and the

hallways will be painted. The kitchen renovation will be the last phase of this project. Once the project is started, the catering company Glendale will be boxing up meals made at another housing authority and deliver them to the tenants. The kitchen renovation will take about one month to complete. Question was asked when this project is expected to be completed. Mr. D'Ascoli said our contract says August 15.

3. Manchester Police Explorers

Mr. D'Ascoli shared the Police Explorers have been very good to MHA. The Thursday before Thanksgiving the Police Explorers provide a Thanksgiving feast for the residents at Westhill Gardens. He would like to make a \$200 donation to the Police Explorers as a thank you for the good that this organization does.

4. Hartford Yard Goats – Honoring one of our residents

CONN NAHRO hosts a Yard Goats game and it is schedule for July 26. MHA has been asked to nominate a child from one of our families to throw out the first pitch. Our property managers, Martha Bertrand and Steven Itsou and the selected a family. Mr. D'Ascoli asked the Board if he could purchase a block of tickets to give to family members and the Board agreed.

5. Update on RAD

Mr. D'Ascoli updated the Board on the Capital Needs Assessment.

VI. Chairman's Report

Chairman Howroyd shared he and Mr. Becker will be attending the NERC NARO conference.

VII. Old Business - None

VIII. New Business – Resolution 2019-6 – Updated Section 8 HCV Utility Allowance Schedule

Mr. D 'Ascoli explained to the Board the utility schedule is used by both housing programs when calculating tenants portion of rent. This scheduled is shared with us by the John D'Amelia program. Ms. O'Neill moved to approve Resolution 2019-6 Updated Section 8 HCV Utility Allowance schedule. Mr. Rubin seconded. Motion passed 4-0.

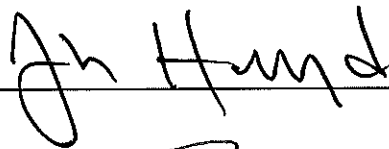
IX. Items for Future Agenda

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

X. Executive Session – None

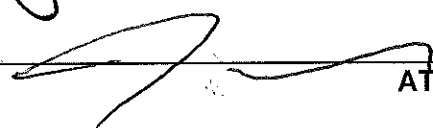
XI. Adjournment

Ms. O'Neill moved to adjourn the meeting; Mr. Rubin seconded. Motion passed 4-0 at 7:23 pm 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 7:23 pm.



7/17/2019

CHAIRMAN



ATTEST:

7/17/19