

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

2019

November 19, 2019

Manchester Housing Authority Conference 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 6:36 pm.

Chairman Howroyd call for a motion to suspend the rules and take items VIII New Business item #2 Resolution 2019-17 Gas Service Agreement thru Secure Energy. Mr. Becker so moved, Ms. O'Neil seconded. Motion passed 4-0.

Ms. Jodi Maurer from Secure Energy addressed the Board. She reported the contract with the gas company will expire in January. There is a slight increase in the rate from 5.99 to 6.215, the average has gone down, there are some savings. Ms. Maurer recommends a 24-month service contract to lock in the rates. Mr. Becker asked if these rates are the same as he would get at home and she explained the rates are set for a 24-month average

Chairman Howroyd called for a motion to approve Resolution 2019-17 Gas Service Agreement thru Secure Energy. Motion was made by Mr. Rubin, seconded by Ms. O'Neill. Motion passed 4-0.

II. Adoption of Minutes – Meeting of September 18, 2019

Chairman Howroyd called for a motion to approve the minutes of September 18, 2019. Mr. Rubin so moved, Ms. O'Neill seconded. Motion passed 4-0.

III. Correspondence – None

IV. Accounts Payable – October 2019 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is looking very good. MHA has purchased two new maintenance vehicles. There has been some confusion with getting them registered due to the dealership assuming they were for the Town of Manchester instead of the Housing Authority of the Town of Manchester. One of the existing trucks is in need of \$5,000 worth of repairs and the establishment that does hour repairs is interested in purchasing the vehicle. Mr. D'Ascoli stated he needs the Board approval as it is disposal of an Asset.

V. Executive Director's Report

A. Financial Statements – October 2019

Mr. D'Ascoli explained we are one month into the new fiscal year and things are looking well. Mr. Becker asked about the COCC account and why the year end fees are not submitted. Mr. D'Ascoli said he will speak with Mr. Counihan and get back to Mr. Becker.

B. Vacancy Report – October 2019

Maintenance continues to do an excellent job getting units ready to be leased up.

C. General Information

1. Modernization Report

Mr. D'Ascoli reported 6 roofs are being replaced at Mayfair Gardens and should be completed by December 1. We have to replace 4 more roofs at some of the scattered sites so we are in excellent shape.

2. Circle of Friends – Fall 2019 Edition

Mr. D'Ascoli shared the latest edition of the Circle of Friends

3. PHADA – 2020 Commissioners Conference

Mr. D'Ascoli requested any Board member interested in attending this conference to get back to him.

4. Update to Revitalization of Westhill Gardens Congregate

Mr. D'Ascoli reported the canopy is being installed and the walkways are being worked on. Some of the landscaping has been planted. This project has had several delays there may be a penalty for not completing the job on time. CHFA is responsible for dealing with the construction company on this issue.

5. Update to Revitalization of Spencer Village

Mr. D'Ascoli explained MHA has had several setbacks with regard to this project. CHFA tax credit has changed, due to the delays TD Bank has back out of the deal and so we are having to go back to the drawing board. Mr. Lou Trajcevski found a new syndication and found an entity to give us a loan. We have to submit paperwork to CHFA by November 27 for their review. There has been some discussion about the Not for Profit owning the land and creating a separate entity that will own the buildings under a land lease agreement. Mr. D'Ascoli reported there is a conference call planned for Thursday with CHFA and he has requested Attorney Wrona to be in on. Mr. Becker asked about the tax credit and what does MHA get out of this. Mr. D'Ascoli stated simply to save the property. Yes, it is owned by the State and MHA wants to get the numbers to work.

6. Update to RAD

Mr. D'Ascoli commented HUD has made some revisions to RAD with regard to repositioning finances. He will keep the Board apprised.

7. Update regarding Siemens

Mr. D'Ascoli explained there several issues with regard to the new boilers that were installed. We have had several reports of no heat and have spent a lot of money on service calls for them with Blake Equipment. After careful review it was determined that the pipes installed by Siemens were the incorrect diameter for all eleven of the boilers. Siemens will be repiping all of the boilers at their expense.

8. 2019 Holiday Invitation

Mr. D'Ascoli asked the Board let MHA know if they will be attending.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

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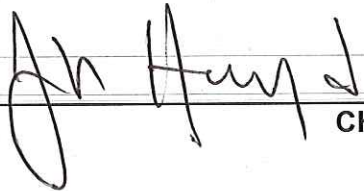
- A. Resolution 2019-16 – Section 8 Management Assessment Program (SEMAP)
Mr. D’Ascoli Chairman Howroyd called for a motion to approve Resolution 2019-7 Updated Federal Public Housing (ACOP) Admission & Continued Occupancy Program. Ms. O’Neill so moved; Mr. Rubin seconded. Motion passed 4-0.

- B. Resolution 2019-17 Gas Service Agreement thru Secure Energy
See above

- IX. Items for Future Agenda
Dates for 2020 Public Comment Meetings
Dates for 2020 Monthly Board
Dates for 2020 Observed Holidays
Election of Officer – Vice Chair

- X. Executive Session is Not Expected

- XI. Adjournment
Chairman Howroyd called for a motion to adjourn at 8:25 pm. Ms. O’Neill so moved, Mr. Rubin seconded. Motion passed 4-0.



12/18/2019

CHAIRMAN



ATTEST:

12/18/19