

December 18, 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 6:32 pm.
- II. Adoption of Minutes – Meeting of November 19, 2019
Chairman Howroyd called for a motion to approve the minutes of November 19, 2019. Ms. O'Neill so moved, Mr. Rubin seconded. Motion passed 4-0.
- III. Correspondence
Mr. D'Ascoli reported to the Board that he has received from HUD notification that MHA received a high performer rating. With this rating it will enable MHA to apply for more grant funding. In another letter from HUD stating they have closed out the 2017 Capital Funds and they all check out as clean.
- IV. Accounts Payable – November 2019 Payment Summary & Detail Report
Mr. D'Ascoli reported MHA is looking very good. Rainbow Graphics has stenciled our name on the doors of the new trucks. Also he was able to get extended warranties on the trucks which includes oil changes.
- V. Executive Director's Report
 - A. Financial Statements – November 2019
Mr. D'Ascoli explained we are in good shape financially and we will see some increases in our utilities due to the cold weather and possible overtime due to snow removal. Ms. O'Neill asked about the status of the boilers and Mr. D'Ascoli explained that there were errors in the piping/venting which have been corrected.
 - B. Vacancy Report – November 2019
As of this date all the vacant units are leased up.
 - C. General Information
 1. Election of Officer – Vice Chair
Chairman Howroyd asked for a nomination for the Vice Chair position. Ms. O'Neill nominated Paul Rubin for the position. Since there were no other nominations. Chairman Howroyd called for a motion to elect Paul Rubin for the position of Vice Chairman. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.
 2. Modernization Report
Mr. D'Ascoli noted all the roofs at Mayfair Gardens have been replaced. There are approximately 5 to 6 electrical panel upgrades that need to be done. Question was asked about the Modernization Coordinator position. Mr. D'Ascoli explained that he has been speaking with Mr. D'Amelia who has a full time person in this role and possibly hiring this person on a part time or as need basis. This will save MHA financially.

3. NERC-NAHRO 2020 Mid-Winter Conference
Mr. D'Ascoli requested any Board member interested in attending this conference to get back to him.
4. Update to Westhill Gardens Revitalization
Mr. D'Ascoli reported there are issues with this project being completed. The original completion date was August 15, then it moved to October 15 and now December 15. The general contractor has pulled the sub-contractors from the job. A builders meeting was scheduled today, and they were a no show. He will talk with CHFA about firing the contractor because they have abandoned the job. The contractor is complaining about not being paid. As soon as MHA received the invoice for payment, it is reviewed and then sent to CHFA who must approve the payments. Mr. D'Ascoli also shared the contractor was working 2 jobs at the same time and sub-contractors were sent there instead at our project. Mr. D'Ascoli said he would keep the Board informed.
5. Update to Revitalization of Spencer Village
Mr. D'Ascoli explained there are several issues with this project. Revised application paperwork was submitted to CHFA on November 26, 2019. CHFA came back to MHA and we had to find a new tax credit syndicator. CHFA wants the cost of 13 roofs added to the application. There is a leak in the roof of building 48 and our architect came out and looked at the roof and found that the slope of the roof is not 2.5" as it should be. The cost to replace the roof is \$30k and MHA does not have the money in reserve. With this problem, it may move CHFA quicker in being able to start the renovations.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

- A. Resolution 2019-18 – 2020 Board of Commissioners Monthly Meeting Dates
Chairman Howroyd called for a motion to approve Resolution 2019-18. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.
- B. Resolution 2019-19 - 2020 Public Comment Sessions Monthly Meeting Dates
Chairman Howroyd called for a motion to approve Resolution 2019-19. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0.
- C. Resolution 2019-20 – Amendment to 2020 Annual Plan
Chairman Howroyd called for a motion to table Resolution 2019-20. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0.
- D. Resolution 2019-21 – Resident Participation Plan (Spencer Village)
Chairman Howroyd called for a motion to table Resolution 2019-21. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.
- E. Resolution 2019-22 - Opening of Federal 0 and 1 Bedroom Wait List
Chairman Howroyd called for a motion to table Resolution 2019-22. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

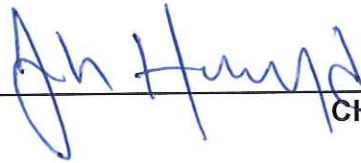
IX. Items for Future Agenda

Mr. Becker asked about the status of Hillstown Road. Chairman Howroyd shared he will get in touch with Scott Shanley to discuss this.

X. Executive Session - None

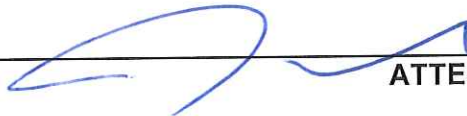
XI. Adjournment

Chairman Howroyd called for a motion to adjourn at 7:55 pm. Mr. Rubin so moved. Ms. O'Neill seconded. Motion passed 4-0.



1/15/2020

CHAIRMAN



1/15/20

ATTEST: