

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

2020

March 18, 2020

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Lisa O’Neill - Commissioner
Tim Becker - Commissioner
Joseph D’Ascoli, Executive Director

Absent: Judith Taylor – Tenant Commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:35 pm.

II. Adoption of Minutes – Meeting of February 19, 2020

Chairman called for a motion to approve the minutes of February 19, 2020. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 4-0.

III. Correspondence – None

IV. Accounts Payable – February 2020 Payment Summary & Detail Report

Mr. D’Ascoli reported things look good.

V. Executive Director’s Report

(A) Financial Statements – February 2020

Mr. D’Ascoli pointed to the comments from Mr. Counihan indicating we are looking good for so far while we are in five (5) months of the Federal Fiscal Year and eight (8) months of the State Fiscal Year) .

(B) Vacancy Reports – February 2020

Mr. D’Ascoli shared an updated report as of today. The unit at 11E has finally been rented for April 1, it’s one of our smallest efficiency unit that we have on-site. The unit at 48F Pascal Lane has been taken offline due to some needed repairs and the roof replacement should begin on this coming Friday March 20, 2020.

(C) General Information

a. Modernization Report

Mr. D’Ascoli indicated that he has entered a contract with John D’Amelia and Associates to have an individual from his staff to take over the Modernization Department. Hopefully during the everlasting Coronavirus epidemic vendors will be able to perform any RFP that are distributed.

b. Update to Westhill Congregate Revitalization

Mr. D’Ascoli reported on the status of the Congregate. The Exterior still needs the paving of the parking lot, landscaping, flag & light poles and the

canopy. We are waiting to confirm a date to have a meeting to discuss the final phase but as mentioned prior entities are being very wary due the Coronavirus epidemic.

c. Update to Spencer Village Revitalization Plan

Mr. D'Ascoli reported he has heard that even though the Capitol is closed during the Epidemic that the Bond Commission should still be meeting to be taking a vote on next Thursday March 26, 2020 for Approval.

d. State of CT. Municipal Employee Retirement Fund (MERS)

Mr. D'Ascoli was asked last month by Commissioner Becker to visit the possibility of how the MHA could terminated our assistance with the MERS Retirement Fund. Mr. D'Ascoli provided the Board a copy of PHA Participation in the MERS retirement System along with on how PHA and their counsel should independently investigate the details and the repercussion that the PHA may encounter from such withdrawal. Mr. D'Ascoli also included a copy of a court judgment between the MERS vs the Town of Thompson dated April 17, 2017. Mr. D'Ascoli is still waiting for a letter of opinion from our legal counsel. Once received that opinion letter will be forwarded to the board.

e. Submission of Proposal for Project Based Vouchers for Spencer Village

Mr. D'Ascoli had stated that the Manchester Housing Authority has submitted a Proposal to Project Base 25 Vouchers towards the Revitalization of Spencer Village. This is all contingent to the State of Connecticut Bond Commission releasing the funds.

f. MHA to respond to Town regarding CDBG grants

Mr. D'Ascoli indicated a proposal will be sent to the Town for their review by the March 27, 2020 deadline.

VI. Chairman's Report

Chairman Howroyd had discussed that we had 1 resident in attendance at the most recent Public Comment Period down at Mayfair Gardens. Chairman Howroyd then stated Governor Lamont had executed an Executive order No. 7B which included a provision regarding the suspension of in-person open meeting requirements during this crisis of the Coronavirus Epidemic and wanted to get feedback from the board on what we should do going forward. Chairman Howroyd has asked the Executive Director to look into purchasing a video and telephone conferencing for the authority (Go-To Meeting, Zoom and etc.) Chairman Howroyd also asked that the Executive Director follow up with the Housing Authority to get his opinion letter to this effect.

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VII. Old Business – None

VIII. New Business

Mr. D'Ascoli had distributed the latest correspondence that he had received on Tuesday evening from the Greater Hartford Legal Service asking HA to suspend their process on eviction process during the COVID-19 pandemic. Also included was information from the State of CT Judicial Branch stated that all eviction cases will be on hold until the end of April 2020 and Mr. D'Ascoli distributed a copy of letters that were sent to all residents in regards to COVID-19, letter to the Town of Manchester and a copy of the MHA Response Plan. Mr. D'Ascoli had stated that he has been on numerous calls daily with NAHRO, PHADA, Hartford CT HUD Field Office and Boston MA HUD Field Office discussion what the New England Housing Authorities have been implementing.

Mr. D'Ascoli indicating that he will be purchasing laptops for staff so that they could work from home especially we do not want to hold up landlord payments and our vendor payments.

IX. Items for Future Agenda

Please send any items to Mr. D'Ascoli or Chairman Howroyd.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. O'Neill so moved; Mr. Rubin seconded. Meeting was adjourned at 7:59 pm.

 4/15/2020

CHAIRMAN:

 4/15/2020

ATTEST:

