

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

2020

September 16, 2020

VIA ZOOM

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

Absent:

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:34 pm.

II. Adoption of Minutes – Meeting of July 15, 2020 and Special Meeting August 8, 2020

Chairman Howroyd called for a motion to accept the minutes of July 15, 2020. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 5-0.

Chairman Howroyd call for a motion to accept the minutes of the Special Meeting of August 8, 2020. Ms. Taylor so moved; Mr. Rubin seconded. Motion passed 3-0 with two abstentions

III. Correspondence – Letter from Town of Manchester regarding Award of CDBG Funds

Mr. D 'Ascoli shared the Town of Manchester approved \$56,761 for MHA. The funds will be used to update the boilers in several units on Lisa Drive. The new boilers will be more energy efficient. Mr. Niles Scala, our MOD coordinator from the John D'Amelia program, will be sending out an RFP to replace the boilers in all the units and contractors may put together a package deal making it more financially affordable.

IV. Accounts Payable –

Mr. Counihan explained the figures report 11 months of expenses and we have about six weeks to go before the close of our books. MHA has received additional COVID funding and that amount was added to our income. Mr. Becker asked about the funding for the Congregate and why the State has not reimbursed us. Mr. Counihan disclosed our year-end for the Congregate is June 30. We are expecting a check any day now and they will go back to the beginning of our fiscal year.

V. Executive Director's Report

A. Financial Statements – August & July 2020

Mr. D'Ascoli shared that MHA Has been doing a fine job with getting good prices, bundling products when we can and overall "watching our pennies".

B. Vacancy Reports – August 2020

Mr. D'Ascoli noted the property managers are doing a great job getting units rented. Things are slow due to COVID. When applicants' names come up for the next available unit there are hesitated to move due to COVID. It is due to this that the days available is longer than previously. He wants to work with Mr. Becker to get a virtual tour of units, which may help, in getting the units occupied sooner. He also noted that HUD is aware of the delays in getting units leased up and there should not be any penalties associated with the delays.

C. General Information

1. Hillstown Road

Mr. D'Ascoli reviewed the synopsis of expenses for Hillstown Road from July 2019 to August of this year. Chairman Howroyd shared this property is owned by the Town and MHA are the property managers. The Town is paid on a quarterly basis. Mr. Becker asked if there is any formal agreement with the Town. Mr. D'Ascoli explained the last conversation was with Attorney O'Neill and he said the original agreement expired several years ago and he thought the agreement was month to month but there is no agreement on file. Mr. D'Ascoli asked Mr. Shanley why the Hillstown Road property was not sold along with north Elm Street and he said it was never put on the agenda. Ms. O'Neill commented that this property is part of the Cemetery Property and will not be sold separately. Mr. D'Ascoli said that managing this property does make a small profit for MHA but that there are many capital improvements that are needed but the Town has not entered into any conversation with MHA on this. Mr. Becker asked that a letter be written to the town to discuss the capital needs for this property, so we have a paper trail and there is no question of neglect on the part of MHA.

2. COVID-19 Expense Report

Mr. D'Ascoli was happy to review the expenses for COVID 19. WE did receive an extension from HUD to spend the additional funding received. He complimented staff in keeping the buildings clean and following the specific guidelines, which has kept our residents, and staff safe.

3. Memo - Update to Revitalization Project for West Hill Gardens Congregate

Mr. D'Ascoli reported there are still are several issues getting this project completed. NE Builder have yet to finish and they are dragging their feet. MHA has received the check from CHFA but Mr. D'Ascoli explained he would not give it to them until they provide a schedule as to when the last two items will be completed. The cooler weather is fast approaching, and the Canopy and driveway have not been finished. CHFA has been in on several conversations and we are hoping that they will light a fire under the contractor because we are considering pulling the bond. Mr. D'Ascoli shared he feels sorry for the residents because they will have to park their vehicles down on Bluefield Drive and walk up the hill to the Congregate while the driveway is being worked on. This project should have not taken this long and they are in violation of their contract with us. They have gone over their one-year time limit. He will keep the Board apprised of the situation.

4. Memo - Update to Revitalization Project for Spencer Village

Mr. D'Ascoli reported good news on this project. He will be signing contract paperwork. Pioneer Builders will start working on the roofs in the next 120 days or so. Unit 48 will be the first building to be renovated. Mr. D'Ascoli stated he would have a conversation with DeMarco Management to see when they will take over as managers of this property. We have an agreement with the Hawthorne Inn for residents to reside their while their unit is being renovated. He complimented he residents their patience and he will meet with them next week to let them know the start date of the project.

5. Memo – Update to RAD (Rental Assistance Demonstration)

Mr. D'Ascoli reported he is working with Jason (LAST NAME?) and Siemens to pay 9off the solar field. We will also begin compiling a list of the renovation and improvement projects we want to accomplish with the RAD.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2020-19 – Spencer Village Project Based Voucher (PBV) Housing Assistance Payment Contract (HAPC)

Mr. D'Ascoli explained to the Board that part of the agreement with HUD for the tax credit resolution is that we reserve 25 HCV vouchers to be designated for Spencer

Chairman Howroyd called for a motion to approve Resolution 2020-19 – Spencer Village Project Based Voucher (PBV) Housing Assistance Payment Contract (HAPC). Mr. Becker so moved; Mr. Rubin seconded. Motion passed 5-0.

2. Resolution 2020-20 – Public Housing Updated 2020 ACOP (Admission & Continued Occupancy Plan)

Mr. D'Ascoli shared he made some updates to the Rules and Regulations on the Public Housing side. Chairman Howroyd added Nan McKay recommended the changes.

Chairman Howroyd called for a motion to approve Resolution 2020-20 — Public Housing Updated 2020 ACOP (Admission & Continued Occupancy Plan). Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 5-0.

3. Resolution 2020-21 – Section 8 HCVP Updated 2020 Admin Plan
- Mr. D'Ascoli noted the changes to Section 8 program

Chairman Howroyd called for a motion to approve Resolution 2020-21 – Section 8 HCVP Updated 2020 Admin Plan. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 5-0.

4. Resolution 2020-22 – 2021 Small Area Market Rents (SAFMR)

Mr. D'Ascoli noted the changes to the payment standard for Section 8 participants. There needs to be a correction made on the dates under column SAMFR 2020 for Zip Code 06042 the effective date is incorrect, and it should read effective 10/1/2020 to 9/30/2021. Under column that reads PS 2020 Zip code 06040 should read 06042 effective date 10/1/2020 to 9/30/2021.

Chairman Howroyd called for a motion to approve Resolution 2020-22 – 2021 Small Area Market Rents (SAFMR) as amended. Ms. Taylor so moved; Mr. Rubin seconded. Motion passed 5-0.

5. Resolution 2020-23 – Proposed Annual Budget for FY October 1, 2020 – September 30, 2021

Mr. Counihan explained that MHA has been very conservative in creating the budget using a three average. We never know what HUD will give us probably until April or May next year.

Chairman Howroyd called for a motion to approve Resolution 2020-23 – Proposed Annual Budget for FY October 1, 2020 – September 30 2021. Mr. Becker so Moved; Ms. Taylor seconded. Motion passed 5-0.

6. Resolution 2020-24 – Employee Cost of Living Increase
Mr. D’Ascoli asked to postpone moving on this resolution until after the Executive Session.

7. Resolution 2020-25 – FYE 2020 Write-Offs
Mr. D’Ascoli asked the Board to approve writing off uncollected funds from residents who have moved out. In so doing this will clean up our books.

Chairman Howroyd called for a motion to approve Resolution 2020-25 FYE 2020 Write Offs. Mr. Rubin so moved; Ms. O’Neill seconded. Motion passed 5-0

8. Resolution 2020-26 – FYE 2020 Flat Rent Schedule for Federal Public Housing
Chairman Howroyd called for a motion to approve Resolution 2020-26 – Flat Rent Schedule for Federal Public Housing. Ms. O’Neill so moved; Ms. Taylor seconded. Motion passed 5-0.

9. Resolution 2020-27 – Resolution and consent the undergoing process of placing Project Based Vouchers to its Property known as Spencer Village I & II
Chairman Howroyd called for a motion to approve Resolution 2020-27 Resolution and consent the undergoing process of placing Project Based Vouchers to its Property known as Spencer Village 1 & 11. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 5-0/

10. Resolution 2020-28 – Authorizes Spencer Village Manager LLC to enter into a Note, Mortgage, or security Agreement with the Connecticut Housing Finance Authority (CHFA)

Mr. D’Ascoli reported this resolution came from the Attorneys. NOT SURE WHAT YOU WANT HERE

Chairman Howroyd called for a motion to approve Resolution 2020-28 – Authorizes Spencer Village Manager LLC to enter into a Note, Mortgage, or Security Agreement with the Connecticut Housing Finance Authority (CHFA). Mr. Becker so moved; Ms. Taylor seconded. Motion passed 5-0.

IX. Items for Future Agenda

Chairman Howroyd asked the Board to send any items to him or Mr. D’Ascoli.

X. Executive Session – To discuss strategy to non-union personnel

Chairman Howroyd called for a motion to enter into Executive Session. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 5-0 at 8:06 pm.

Chairman Howroyd called for a motion to end the Executive Session. Mr. Rubin so moved; Ms. O’Neill seconded. Motion passed 5-0 at 8:18 pm

The Board reconvened to Open Session.

The Board took a vote regarding Resolution 2020-24 – Employee Cost of Living Increase

Chairman Howroyd called for a motion to approve Resolution 2020-24 Employee Cost of Living Increase. Ms. Taylor so moved; Mr. Becker seconded with an additional statement including that the board of commissioners recognizing and appreciate the work and effort that the employees have done. Motion passed 5-0

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 5-0 at 8:25 pm



CHAIRMAN

10/15/2020



ATTEST

10/15/20