

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

2020

November 19, 2020

ZOOM Meeting

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Lisa O'Neill
Tim Becker
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 October 21, 2020
Chairman Howroyd called for a motion to adopt the minutes of October 21, 2020. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 3-0 and one abstention.
- III. Correspondence - None
- IV. Accounts Payable – October 2020 Payment Summary & Detail Report
Mr. D'Ascoli reported business as usual for MHA.
- V. Executive Director's Report
 - A. Financial Statements – October 2020
Mr. D'Ascoli noted the reports reflect the FYE 2020 closing. Mr. Counihan reported overall the year-end is very good and MHA continues to make budget. HUD gave all housing authorities a budget for COVID expenses that was initially to be used by year-end but that has been changed to year-end 2021. SERP shows a loss for the year and that is due to money being sent to the COCC. There is a surplus of Pension, Depreciation and Liabilities. Negative retained earnings. He will check with the auditor and report back to the Board. MHA is moving to a different accounting system and the reports will look different from what has previously been submitted to the Board.
 - B. Vacancy Reports – October 2020
Mr. D'Ascoli explained there are two units, one at Mayfair Gardens and one at Westhill Gardens that have been vacant for over 200 days. HUD has to make the changes in the system once a family is leased up. Lease ups are taking a bit longer due to COVID and prospective tenants hesitating moving during this time. Maintenance is doing an excellent job getting units ready for occupancy. We are in good shape and not losing money.
 - C. General Information
 1. Memo - Update to Westhill Congregate
Mr. D'Ascoli reported good news on the Congregate project. The driveway has been repaved, the walkway has been completed and as long as the weather holds up, they will be able to complete the canopy. This should be completed by December 15, 2020. Mr. Becker asked about a punch list. Mr. D'Ascoli explained that the Architect, the field observer and someone from Northeast Builders will review all of the items. Mr. D'Ascoli stated this project has been extremely frustrating with all the delays and lack of communication with the builder. This project is 1.5 years behind schedule. Chairman

Howroyd said this project has great curb appeal, the driveway looks good and the canopy is coming along.

2. Memo – Update to Spencer Village

Mr. D'Ascoli shared the contract was signed on September 19. All the buildings have new roofs. Some tenants were moved to the swing space while others were placed at the neighboring motel. Unfortunately, due to COVID there has been delays with delivery of windows, cabinets and appliances. He added the residents are excited about the progress being made. DeMarco management has taken over managing this development. They are working with our maintenance staff learning the ins and outs of the buildings.

Chairman Howroyd asked about the delay in the delivery of cabinets, appliances and windows. Mr. D'Ascoli explained the kitchen cabinets are wood and they are coming from Canada. Pioneer builders has storage containers on site to store the items as they are delivered. CHFA will not pay Pioneer until they have all been installed in the units. This is the way they do business and Pioneer has incurred the added expense of the storage containers.

Mr. Becker asked how soon will MHA will get to a positive cash flow. Mr. D'Ascoli shared not in the beginning but we will receive tax credits down the road. This project will also have 25 Project Based Vouchers (PBV) and we anticipate little to no repairs to the units because most everything is new. Initially MHA wanted to "start from scratch" and replace all the buildings but after numerous discussions with HUD MHA had to look at tax credits to move forward with this renovation project. We are hoping to get SSHP grants to try to make the remaining repairs. Chairman Howroyd commented CHFA wanted the economic viability for this project and MHA has to play by their rules and we are doing the best we can with what we have as far as the cash flow.

3. Memo – RAD Update

Mr. D'Ascoli shared he and Nathan Bonder have met with Siemens regarding paying off the solar field. MHA requested they look at a proposal for the payoff but our request has met opposition from Siemens. MHA is trying to get figures for this to be paid with RAD conversion.

4. Review - 2021 Public Comment Session Dates

Mr. D'Ascoli explained that due to COVID he and the Board have not been able to hold tenant meetings. Chairman Howroyd stated our rules state we have to hold meetings but until COVID is better under control there will be no meetings held. Mr. D'Ascoli shared that perhaps in the nice weather meetings could be held outside come May and June. In the meantime we will put together a calendar of dates for approval.

5. Review – 2021 Board of Commissioners Board Meeting Dates

Mr. D'Ascoli submitted to the board a tentative calendar of dates for BOC meetings for 2021. He requested members review the dates, let him know of any conflicts before the December meeting.

6. Review - 2021 Observed Holidays

Mr. D'Ascoli shared the calendar of holidays the MHA office will be closed.

7. Board of Commissioners – Vice Chair Term limit to expire

Chairman Howroyd shared the Town Board of Directors has re-appointment Mr. Rubin as Vice Chair.

8. COVID-19 Updated Expense

Mr. D'Ascoli reiterated that HUD gave HA's a budget to be used for supplies for COVID prevention for staff and residents. This includes face masks, gloves, sanitizers. Every week the common areas at the Congregate and the office are sanitized. We are upgrading our computers and staff will be given laptops to enable them to work from home.

Mr. Becker questioned the Section 8 wages being charged to this line item. Mr. D'Ascoli shared the HCV offsets the rise in HAP payments. Mr. Counihan added this an eligible expense to charge salaries to the programs.

Mr. D'Ascoli shared that Mike Petro has begun his review of our year end numbers and he will go through each item line by line.

9. Hillstown Road Report

Mr. D'Ascoli reviewed the expenses for Hillstown Road project. This property is owned by the Town of Manchester and MHA does the maintenance work on this property and collects the rent. MHA pays the Town on a quarterly basis taking out the maintenance expense.

Mr. Becker asked if MHA has a contract with the Town for the repairs of this property. Mr. D'Ascoli stated the Town has not responded to any inquiries about this property or provided any kind of maintenance contract. Mr. Becker shared he wanted to be sure there was no negligence on MHA part in maintaining this property. Chairman Howroyd share he has discussed this issue with several town employees and nothing has become of it.

Ms. O'Neill commented this is actually cemetery property and the Town is not showing any interested in putting any money into the property. .

After further discussion, Mr. D'Ascoli and Chairman Howroyd agreed to write a letter to Mr. Shanley to schedule a meeting to discuss this issue.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business - None

IX. Items for Future Agenda

1. Dates for 2021 Public Comment
2. Dates for 2021 Monthly Board Meetings
3. Dates for 2021 Observed Holidays
4. Update from Nathan Bonder – RAD Application
5. Election of Officer – Vice Chair

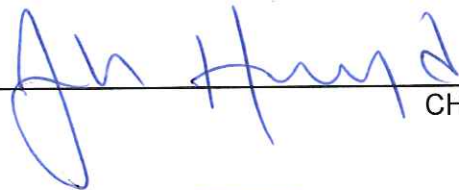
X. Executive Session – Evaluation for Executive Director

Chairman Howroyd called for a motion to move to Executive Session. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0 at 7:45 pm

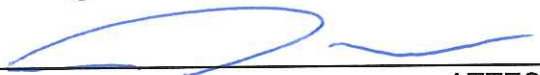
Chairman Howroyd called for a motion to end the Executive Session. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0 at 8:15

XI. Adjournment

Chairman Howroyd called for a motion to move into adjourn. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0 at 8:17 pm



CHAIRMAN 12/16/2020



ATTEST 12/16/20