

May 27, 2021

ZOOM Meeting

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:33 pm.

Chairman Howroyd called for a moment of silence on the April 28, 2021, passing of Tenant Commissioner Judy Taylor.

II. Adoption of Minutes – Meeting of April 28, 2021

Chairman Howroyd called for a motion to adopt the minutes of April 28, 2021. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

III. Correspondence

Mr. D'Ascoli explained to the Board he had contacted Congressman Larson proposing to him one of our Capital Funding Projects to replace the electrical transformers and utility poles that MHA owns and need updating. This request was denied. Chairman Howroyd added it was worth asking for. Mr. D'Ascoli spoke with Tim Keiser, ED from PHADA; John D'Amelia and other colleagues that the State of Connecticut was taking the ten best applications. MHA will try again next year. The RAD application process has helped MHA make a detailed list of items that need financial attention.

IV. Accounts Payable - April 2021 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in very good shape. The only large ticket item is the water bill for Mayfair Gardens. He is happy to report that last Friday after months of digging and excavating the water leak has been found. He wants to commend the Maintenance Manager, Town officials and engineers for their diligence in solving this issue. MHA will be using emergency funds to cover this expense.

Mr. Becker noted he likes the new format for the financial reports. They are easier to follow the expense by project.

V. Executive Director's Report

A. Financial Statements – April 2021

Mr. Counihan reported MHA is in good shape. The only concern is the Congregate showing an increase in the cost of meals which will affect the budget. The State Elderly does not report through the COCC.

Mr. Becker asked if the administrative funds cover HCV. Mr. Counihan explained the funds are not by subsidy. The COVID fund offsets the labor funds.

B. Vacancy Reports – April 2021

Mr. D'Ascoli reported we are in excellent shape. Unit 291 D will be leased up for July 1. Unit 231B required remediation and Restoration Company is finishing up the unit. We must wait for a new shower unit for 21C Carver Lane before we can rent this unit.

Mr. D'Ascoli also shared the vacant units are leasing up a bit faster due to tenants more willing to move to new units.

C. General Information

1. Obituary for Judith Taylor – Tenant Commissioner
Mr. D'Ascoli suggested to the Board, at the request of Ms. Taylor's family, to plant a tree in her memory along with a plaque. We would invite her family members to the planting.

Chairman Howroyd mentioned MHA needs to start the process for a new tenant commissioner.

2. Upcoming 2021 NERC-NAHRO Annual Conference
Mr. D'Ascoli reminded the Board of the upcoming in person conference to be held at Equinox July 25-28. Anyone interested please let him know so he can get you registered.
3. RFP – Flooring Services
Mr. D'Ascoli put out an RFP for flooring services. Returns need to be received by June 4, 2021. He will report the results at the next Board meeting.
4. Circle of Friends – Spring 2021 Edition
Mr. D'Ascoli commended Mary Ann Murray for publishing the quarterly Circle of Friends.
5. COVID-19 Expenses
Mr. D'Ascoli reported MHA has not spent that much of these funds. We are keeping up with the sanitizers, cleaning items, gloves, and disposable masks.
6. Hillstown Road Update
Mr. D'Ascoli shared we pay the Town of Manchester quarterly for management of this property.

VI. Chairman's Report

Chairman Howroyd asked if the Board wants to meet in person or continue hybrid meetings. Mr. Becker said he would like to meet in person. Mr. D'Ascoli said he would like the meetings to be at the Bluefield Drive location. It will be easier to run hybrid meetings with the large screen TV at the Bluefield Drive address. Chairman Howroyd asked to add this item to the agenda. Ms. O'Neill said she will do that.

VII. Old Business – Discussion of Energy Consultants

Mr. D'Ascoli shared he has spoken with other energy consultants, Patriot and Tradition Energy. He found that Tradition Energy came through with better rates than Secure Energy. Chairman Howroyd asked what the time frame is to lock the new rates. Mr. D'Ascoli said we must decide by July 1st, and we can decide at the June 23 Board meeting.

VIII. New Business – None

1. Resolution 2021-06 – Utility Allowance Schedule
Mr. D'Ascoli explained to the Board that on a yearly basis the State and HUD field office approve a new utility allowance schedule. Chairman Howroyd called for a motion to

approve Resolution 2021-06 Utility Allowance schedule. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

2. Resolution 2021-07 – Contract for Legal Services

Mr. D'Ascoli shared he put out an RFP for contracting legal services. He only received 2 responses, Halloran & Sage and Crumby Law Offices. He shared the prices for Crumby law were much higher and he has been very happy with the services from Halloran & Sage. He requested the board approve Halloran & Sage for 5 years with the possibility of a one-year extension. Chairman Howroyd called for a motion to approve Resolution 2021-07 Contract for Legal Services. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda a change to the Board meeting schedule. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

Chairman Howroyd called for a motion to approve Resolution 2021-08 MHA Board of Commissioners MHA Board meeting dates. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

IX. Items for Future Agenda

Mr. Becker asked for an update to the lawsuit by a tenant for falling on the property and research as to who owns the utility poles at the Westhill Gardens complex. Mr. D'Ascoli reported regarding ownership of the utility poles that Attorney Wrona is investigating it. The delay has been that the courts have been closed due COVID-19. He will get back to Mr. D'Ascoli. As far as the lawsuit, MHA is waiting for a response from their attorney and their insurance company. MHA wants to see the photographs of the accident.

Mr. Becker asked to add to the agenda filling the Tenant Commissioner position. Chairman Howroyd said MHA will be sending out letter to all residents, along with nomination cards. Mr. Becker mentioned he can provide a ballot box for this process.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; seconded by Mr. Becker. Motion passed 3-0 at 7:35 pm.



CHAIRMAN

6/23/2021



ATTEST:

6/23/21