

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

2021

October 20, 2021

Westhill Gardens Community Room

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

- I. Meeting Called to Order
Chairman Howroyd at 6:36 pm.
- II. Adoption of Minutes – Meeting of September 22, 2021
Chairman Howroyd called for a motion to approve the minutes of September 22, 2021. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.
- III. Correspondence-
Mr. D'Ascoli reported to the Board regarding a tenant claim of falling on ice in the parking and getting injured. We have handed this issue to our insurance lawyer. MHA maintenance staff does an excellent job clearing our properties of snow and ice. There is no record of snowfall on the date of this alleged incident.
- IV. Accounts Payable – September 2021 Payment Summary and Detail Report
Mr. D'Ascoli reported MHA is in decent shape. We have not received all invoices/bills for 2021 and will report the final numbers once we have them.
- V. Executive Report
 - A. Financial Statements - September 2021
Mr. D'Ascoli explained this report is only a pre-closing summary for FY 2021. We have not received all the expense information for year end close. The auditors were here last week, and we look to be in good shape. We should have the final numbers for the November Board meeting. The only large expense incurred was the undetected water leak at Mayfair Gardens. After extensive testing and inspecting the leak was discovered and repaired.

Mr. Becker asked about the retirement expense and why the funds were not accrued. Mr. D'Ascoli explained MHA had an employee who worked for the John D'Amelia program, and she retired. She was grandfathered into the old retirement program and was paid for all sick and vacation time. He will check with Mr. Counihan for a more detailed explanation.
 - B. Vacancy Report – September 2021
Mr. D'Ascoli shared the most up to date information. The delay in completing renovations is due to unavailability of flooring tiles and shelving. Contractors place orders and delivery is delayed months rather than weeks due to the pandemic. Maintenance has stockpiled stoves, due to the special size, and refrigerators to manage those needs without interruption.

Mr. D'Ascoli also let the Board know MHA has received its first United CT Payment for a tenant that fell behind in their rental payment. We received one year's rent. In response to

a question if the tenant has started back paying their rent; Mr. D'Ascoli did not have that information but shared United CT also covers an additional 3 months.

C. General Information

1. COVID-10 Update Expense Sheet

Mr. D'Ascoli said MHA still has money left in this fund and we have until December to use it.

2. Update to Revitalization Project – Spencer Village

Mr. D'Ascoli reported this project is 99% complete. The new driveway has been installed and looks great. There were several items MHA had to remove from the plans to secure the tax credit deals. Those items were security cameras, new vinyl siding and entrance doors. There might be contingency funds available to cover those deleted items. Chairman Howroyd shared he has driven by Pascal Lane several times during construction and is pleased with the end result. The contractor continually stayed on top of things.

3. PHADA Commissioners Conference – January 9-12, 2022

Mr. D'Ascoli asked if any Board members are interested in attending this conference to let him know and he will get them registered.

4. RFP- HQS Inspection Services

Mr. D'Ascoli told the Board he will be sending out an RFP for inspection services for the Section 8 program.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2021-25 Congregate Meal Services

Mr. D'Ascoli stated he sent out 5 RFPs for food services at the Congregate. He received two responses; Glendale Dining, who is our current contractor, and Young at Heart is new company to the food industry. MHA's focus is seeing that the residents are fed well. He requested the Board approve a 3-year contract with Glendale Dining. Chairman Howroyd called for a motion to approve Resolution 2021-25 Congregate Meal Services. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

2. Resolution 2021-26 Congregate Security Services

Mr. D'Ascoli reported he sent out 5 RFPs to Security companies and received 2 bids: Securitas and Arrow Security. We currently have a contract with Securitas and they did not notify us that they were going up on their prices. There are several other housing authorities that use Arrow Security and are happy with their service and prices. Mr. D'Ascoli requests the board approve a 3-year contract with Arrow Security. Chairman Howroyd called for a motion to approve Resolution 2021-26 Congregate Security Services. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

3. Resolution 2021-27 Opening of the Federal PH Waitlist for 0/1 & 2 Bedroom
Mr. D'Ascoli explained that Federal Guidelines require approval from the Board of Commissioners. These units are at Westhill Gardens, Mayfair Gardens, and the various scattered sites. Chairman Howroyd called for a motion to approve Resolution 2021-27 Opening of the Federal PH Waitlist for 0/1 & 2 Bedrooms. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.
4. Resolution 2021-28 Temporarily Opening of the State Congregate Housing Wait List
Chairman Howroyd called for a motion to approve Resolution 2021-28 Temporarily Opening of the State Congregate Housing Wait List. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.
5. Resolution 2021-29 Section 18 Demo/Dispo
Mr. D'Ascoli told the Board that MHA needs the blessing from the local HUD field office. The delay in their response will delay the next step in our RAD approval process. Chairman Howroyd called for a motion to approve Resolution 2021-29 Section 18 Demo/Dispo. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

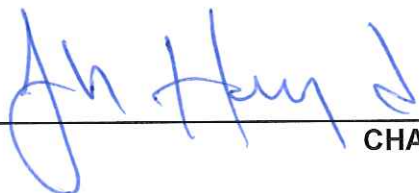
IX. Items for Future Agenda

Chairman Howroyd asked that any items be sent to him or Mr. D'Ascoli.

X. Executive Session – None

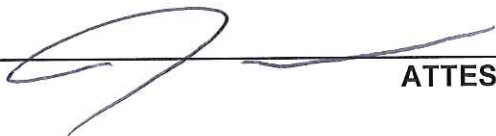
XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0 and the meeting adjourned at 7:24 pm.



CHAIRMAN

11/18/2021



ATTEST:

11/18/21