

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

2021

November 18, 2021

Westhill Garden Community Room

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 6:32 pm.

II. Adoption of Minutes – Meeting of October 20, 2021

Chairman Howroyd called for a motion to adopt the minutes of October 20, 2021. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

Chairman Howroyd called for a motion to suspend the rules and take under Executive Director's report item C General Information 1 Jason Geel – Auditor Maletta and Company. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0.

JOE – please review this section

Mr. Geel reviewed the audit findings for YE 2020 for the Manchester Housing Authority. Overall MHA is in great shape and compliant with state and federal regulations. In the management letter we mention a slip with HCV items being double checked for errors has slacked off due to COVID. MHA collects 10 paychecks and only two is required. Mr. D'Ascoli commented that we do that to get a cleaner picture of participants income. Mr. Geel reported the grants and state awards are all compliant for the Congregate and State rental assistance. The only nuance is because of the straight sale of Spencer Village. In response to a question from Mr. Becker Mr. Geel shared this will revert back once Spencer Village has been paid for. On the Income Statement MHA shows a net surplus of \$36k, up from last year. The Depreciation is \$670k up slight increase from last year. MHA shows HUD funding of \$135k funding for COVID expenses which was added to our income numbers. MHA's leasing is down due to COVID. The rental income from those tenants that did not pay their rent, was paid out by the State of Connecticut.

III. Correspondence – None

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

Mr. D'Ascoli shared MHA is in good shape. We have a new contract with Arrow Security Company for the Congregate and there were a couple of the guards that signed on with Arrow. The cost of this service is cheaper than the other company.

V. Executive Director's Report

A. Financial Statements

Mr. D'Ascoli reported MHA is in good shape.

B. Vacancy Reports – October 2021

Mr. D'Ascoli explained MHA is in great shape. Our only issue we have is getting replacement items such as linoleum for the units due to shipping delays from COVID. The property on 24 Horace Street has not been fully renovated due to lack of supplies.

C. General Information

1. Jason Geel -Auditor Maletta and Company – See above
2. COVID-19 Update Expense Sheet
Mr. D'Ascoli explained there has been no change. Maintenance will be sure have enough cleaning supplies, masks and gloves. Any remaining funds will be sent back to HUD by 12/31/2021.
3. Update to Revitalization Project – Spencer Village
Mr. D'Ascoli is delighted to report that the renovation of this property has been completed. He invited the Board to drive by and see how great it looks. He has been looking at the revised budget for this project. During the final phase of the approval of this project there were several items removed from the renovation budget. Security cameras on the property, new siding for the exterior, apartment doors and office space at this project. He will keep the board updated on this progress.
4. Update to Revitalization Project – Westhill Gardens Congregate Facility
Mr. D'Ascoli reported that the last few items were completed at this project. Final payment will be sent to the contractor.
5. Update - RAD
Mr. D 'Ascoli has been in contact with Nathan Bonder.
6. Review – Dates for 2022 Public Comment
Mr. D'Ascoli and Chairman Howroyd suggested these meetings be schedule every other month.
7. Review – Dates for 2022 Monthly Board Meetings
Mr. D'Ascoli requested the Board review these dates and let him know if any of the dates need to be changed before they are approved.
8. Review – Dates for 2022 Observed Holidays
9. Election of Officer (Just a reminder for December Board Meeting)
 - a. Chair (3-year term)
 - b. Vice-Chair (1 year term)
10. Board of Commissioners – Term Limit ready to expire

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business – None

1. Donation to the Manchester Police Explorers
Mr. D'Ascoli reported to the Board the donation of \$200 he plans to send to this organization. Due to COVID there will not be the Thanksgiving feast. The Manchester Police department has been very supportive to the Manchester Housing Authority.

2. Resolution 2021-30 – Section 8 Management Assessment Program (SEMAP)
Mr. D’Ascoli explained that the SEMAP paperwork will be send to HUD. One of the items, Quality Control Inspections, was not completed and due to COVID. The inspection company only completed new inspections. He will be asking HUD for a waiver on this item. Chairman Howroyd called for a motion to approve Resolution 2021-30 Section 8 Management Assessment Program (SEMAP). Ms. O’Neil so moved; Mr. Becker seconded. Motion passed 3-0.

IX. Items for Future Agenda

Chairman Howroyd reported he has been trying to find someone to fill the Resident Commissioner position. He will report back to the Board at the next meeting. He asked if any members have any items, they wish to have put on the agenda to please send them 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 at 8:16 pm 3-0.



12/15/2021

CHAIRMAN



12/15/21

ATTEST: