

December 15, 2021

Westhill Garden Community Room

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

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:34 pm.
- II. Adoption of Minutes – Meeting of November 18, 2021  
Chairman Howroyd called for a motion to adopt the minutes of November 18, 2021. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0 with one abstention.
- III. Correspondence
  1. Thank you from Manchester Police Explorers  
Mr. D'Ascoli received a thank you note from the Police Explorers for the \$200 donation he sent to them on behalf of the Manchester Housing Authority.
  2. Thank you letter from Congressman Larson  
Mr. D'Ascoli explained to the Board that he keeps our state representatives informed of our programs and the progress we have made.
- IV. Accounts Payable - November 2021 Payment Summary & Detail Report  
Mr. D'Ascoli shared MHA is in good shape. Mr. Becker asked about the payments for Spencer Village. Mr. D'Ascoli explained the money is a draw down for the renovation of Spencer Village and our final payment will be November 2022. Once MHA has been approved for RAD, we will be looking at replacing the electrical transformers and utility poles that we own. Once we do that, we will give them back to Eversource. They will then upgrade our system.
- V. Executive Director's Report
  - A. Financial Statements November 2021  
Mr. D'Ascoli reported MHA is in good shape. AMP One is showing a gain of \$20k; AMP Two a gain of \$72k and the Congregate is showing a slight increase. Our only concern is Section 8 which is showing a shortfall. At this time, we are not concerned with this as we have reserve money to manage this. Usually at the end of the calendar year or the first of January HUD adjusts the shortfall.  
  
Mr. Becker asked about AMP Two showing low expenses. Mr. D'Ascoli explained due to delays in receiving our bills from post office causes a delay in our paying the bills.
  - B. Vacancy Reports – November 2021  
Mr. D'Ascoli commended the maintenance department in getting units ready for new tenants. Any delays in getting units ready to have tenants move in is due to delays in the availability of supplies like vinyl flooring, carpeting, cabinets and also getting tradesmen in to do repairs or installations.

Mr. D'Ascoli explained some issues with UniteCT for those tenants who fell behind in paying their rent. MHA is trying to work with residents to get them to direct deposit their payments so that they do not fall behind with their rent.

Mr. D'Ascoli responded to a question about the public housing wait list. He explained most of the applications were received electronically, and the list is now closed. We use the lottery system to select 400 names from that list.

C. General Information

1. Modernization Report

Mr. D'Ascoli reported MHA received CDBG and we will be using these funds to replace screen front and back doors on our 42 scattered site units. MHA has also completed replacing the tubs in two more units.

2. NERC-NAHRO 2022 Mid-Winter Conference

Mr. D'Ascoli requested any Commissioner interested in attending this conference to let him know and he will get them registered.

3. Memo – Update to Revitalization of Congregate Facility

Mr. D'Ascoli shared he made the final payment to New England Builders. The next step is to do a cost analysis/certification and send that information to CHFA. We could receive some money back with a revised budget.

4. Memo – Update to Revitalization of Spencer Village

Mr. D'Ascoli shared this project is complete. We have done a revised budget and find that we are looking replacing the doors on the units, security cameras, siding and creating office space. We may be a shortfall of \$15 to \$20k and he will report back to the Board to determine how to pay for that.

5. Letter to Eighth Utilities District – Requesting an Abatement Review

Mr. D'Ascoli shared a copy of the letter he sent to the 8<sup>th</sup> Utilities regarding the water leak at Mayfair Gardens. The water leaked into the ground and did not enter the sewer system, which MHA was billed for. We are looking for credit to our sewer bill.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

1. Election of Chair (3-year term)

Mr. Becker nominated Josh Howroyd for a 3-year term. Ms. O'Neill seconded. Motion was passed 4-0.

2. Election of Vice Chair (1 year term)

Ms. O'Neill nominated Mr. Rubin for Vice Chair. Mr. Becker seconded. Motion passed 4-0.

3. Resolution 2021-31 – 2022 Board of Commissioners Meeting Dates  
Chairman Howroyd called for a motion of Resolution 2021-21 the 2022 Board of Commissioners meeting dates. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.
4. Resolution 2021-32 – 2022 Public Comment Session Meeting Dates  
Mr. D'Ascoli explained to the Board since the onset of COVID we have not held any public comment meetings. The meeting schedule is to meet at Mayfair Gardens, the Congregate and Westhill Gardens twice a year. Ms. O'Neill moved to approve Resolution 2021-21 2022 Public Comment Session meeting dates; Mr. Becker seconded. Motion passed 4-0.
5. Resolution 2021-33 – Housing Quality Inspection Service  
Mr. D'Ascoli reminded the Board he sent out an RFP to inspection companies for a new contract. He only received one response from Nutmeg Inspection Company, our current service provider. He put postings on our website and in the Hartford Courant. Chairman Howroyd called for a motion to accept Resolution 2021-33 Housing Quality Inspection Service. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

Chairman Howroyd called for a motion to add to the agenda Resolution 2021-34 Project Based Vouchers for Spencer Village site-based wait list. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 4-0.

Mr. D'Ascoli explained we have no one on our wait list. Plans are to open the waiting list post it on our web site and in the Hartford Courant. Ms. O'Neill moved to approve Resolution 2021-34 Project Based Vouchers for Spencer Village site-based wait list. Mr. Rubin seconded. Motion passed 4-0.

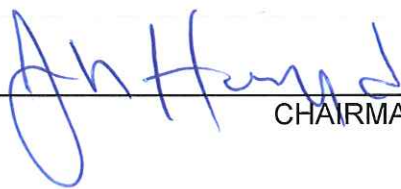
IX. Items for Future Agenda


Chairman Howroyd explained the tenant commissioner position has not been filled. He has names of several tenants to speak with about the position.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed at 7:47 pm 4-0.

  
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CHAIRMAN

  
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ATTEST:

1/19/2022

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