

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

2022

February 16, 2022

Westhill Garden Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:34 pm.

Chairman Howroyd introduced Eileen Remillard our new Tenant Commissioner to the Board.

II. Adoption of Minutes – Meeting of January 19, 2022

Chairman Howroyd called for a motion to adopt the minutes of January 19, 2022. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0-2 abstentions.

Chairman Howroyd called for a motion to adopt the minutes of the special meeting of February 9, 2022. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 3-0-2 abstentions.

III. Correspondence – None

IV. Accounts Payable – January 2022 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in good shape. There were a couple of questions raised about recent expenses. There were several leaks in roofs at Case Drive and Orchard Street, thus the \$18,400 which could not be paid out of Capital funds since it was not on our list to be repaired. The expense for Dickenson Plumbing was due to leaks underneath two walk-in showers. Expense for Charter Oak mechanicals is for preventative maintenance of the hot water tank. The expense to Cleaning Authority is for the weekly of the Congregate units.

V. Executive Director's Report

A. Financial Statements January 2022

Mr. Counihan explained financially we are in good shape. Overall, we are ahead \$186 k.

B. Vacancy Reports – January 2022

Mr. D'Ascoli reported all units have been leased up and MHA is in great shape. The property managers re doing an excellent job getting vacant units occupied. He also shared we have received back rent from the UnitedCT Fund for residents that did not pay their rent and we were unable to evict them due to COVID. Unfortunately, one resident has not paid their rent and we are able to start the eviction process.

C. General Information

Mr. D'Ascoli talked about the Special Board Meeting regarding the Windsor Locks Housing Authority (WLHA). The Executive Director of the WLHA resigned and they are in need of Executive Director help. MHA has been asked to assist them. After several discussions with our attorney's, we have submitted a proposed management contract to WLHA. MHA

would be compensated for hours of the ED, administrative staff and attorney fees. The COCC (Central Office Cost Center) would receive 10% of the compensation. There was a brief discussion about this situation, and it was agreed by all that there are many unknown factors with this situation. Mr. D'Ascoli said he will forward a copy of the management contract to the Board as well as keeping them updated on the status.

Mr. Rubin left the meeting at 7:20 pm.

1. Modernization Update
 - a. Resign Services for Westhill Gardens – Windows, Doors, Siding & Gutters
Mr. D'Ascoli explained we have been using the services of Niles Scala from the John D'Amelia RAP program for assistance with our modernization program. An RFP was sent out to architectural companies for a bid on installation of windows, doors, siding and gutters. We have selected Antinozzi & Associates and they will to a design. Once we have received and agreed upon their design, we will send out another RFP to get pricing from contractors on the actual items.
 - b. Tub and Shower Conversion – Westhill Gardens for 6 units using CDBG (Community Development Block Grants) funds
We sent out an RFP for pricing on the shower and tub conversions and only one company responded. The response was from a company that we have previously used but unfortunately the cost has doubled. We are trying to see if they will come down on their pricing.
2. Update to RAD Application
Mr. D'Ascoli shared we are still waiting response from HUD on our application.
3. Update Siemens 3rd Year Annual Report (Solar field)
Overall, MHA has been saving money with this project. Siemens submits to MHA the utility savings. If the projected savings is not reached, Siemens must reimburse MHA. If MHA exceeds the projected savings, we must reimburse Siemens.
4. NAHRO – Washington, DC Virtual Legislative Conference March 28-30, 2022
Mr. D'Ascoli asked if any board member is interested in attending this conference to let him know and he will get them registered.
5. PHADA – San Antonio, TX Annual Conference May 19-22, 2022
Mr. D'Ascoli asked if any board member is interested in attending this conference to let him know and he will get them registered.
6. Spoke at WorkSpace on Thursday, February 10, 2022
Mr. D'Ascoli shared he attended a short conference at the WorkSpace in Manchester. The topic discussed was housing and he discussed equality in the housing market.
7. Any Other Business
Mr. D'Ascoli shared he has hired a new Maintenance Supervisor, Jonathan Queseda. Mr. Queseda comes with experience having previously worked at the New Britain Housing Authority.

VI. Chairman's Report

Chairman Howroyd shared a very good topic group at the NERCNAHRO conference that covered the planning and guidance for non-profit organizations. He asked if the Board would be interested in having this person come and talk with us. Suggestion was made to have further discussion at our next Non-Profit board meeting before doing that.

VII. Old Business - None

VIII. New Business - None

IX. Items for Future Agenda


Mr. Becker asked that we discuss a pilot program about going paperless. Mr. D'Ascoli shared we have to send out an RFP for Auditors for MHA and that would be a topic to be included in our proposal to see if the auditors accept electronic version. We also have to have HUD approval to accept electronic versions of our reports.

Mr. Becker also asked for confirmation on the ownerships of poles and the transformers at MHA Westhill Gardens. Mr. D'Ascoli shared he has had a conversation with Carl Watts an Executive from Eversource regarding this subject. They have not been able to discover any paperwork backing up the claim that MHA owns the poles and transformers. No service upgrades will be done by Eversource until the poles and transformers have been replaced.


X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 4-0 at 8:20 pm



CHAIRMAN 3/16/2022



ATTEST: 3/16/22