

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

2022

March 16, 2022

Westhill Garden Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:36 pm.

II. Adoption of Minutes

A. Meeting of February 16, 2022

B. March 4, 2022

Chairman Howroyd call for a motion to approve the minutes of the meetings of February 16, 2022, and March 4, 2022. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

III. Correspondence – None

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

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

V. Executive Director's Report

A. Financial Statements - February 2022

Chairman Howroyd mentioned to the Board a few negative numbers this month due to payment in lieu of taxes. Mr. D'Ascoli explained there were quite a number of emergency repairs that had to be taken care of that we were not able to charge back to Capitol Funds. Those expenses were purchasing stoves and refrigerators for unexpected replacements, water leaks in a few piped that had asbestos and we had to abate that, we had several sewer backups that flooded basements, several boilers at scattered sites needed replacing and four water heaters needed to be replaced at some of our scattered sites. We also had to replace a roof that was leaking. The funds were taken out of AMP I. Mr. D'Ascoli told the Board that MHA purchased energy efficient stoves and refrigerators and will be receiving rebates from the State.

B. Vacancy Reports – February 2022

Mr. D'Ascoli reported MHA is in decent shape. The new maintenance supervisor Jonathan Queseda is working out very well and has made a few excellent suggestions for the crews' workflow.

C. General Information

1. Mod Report – RFP for Window Replacement and Exterior Improvements

Mr. D'Ascoli reported the Architectural firm Antonozzi has submitted their designs and we have sent out and RFP for windows, siding, gutters, and unit regular and storm doors for Westhill Gardens. We will be utilizing Capital Funds for this project.

2. Circle of Friends

Mr. D'Ascoli handed out copies the first quarterly newsletter created by Cassandra Agosto. Unfortunately, he had to inform the Board that Cassandra has submitted her resignation. She is studying social justice and has found a job in that field. He will post her position on Indeed.

3. Memo- RAD Update

Mr. D'Ascoli stated to the Board that the SCA team has denied MHA being able to use the scattered sites in our RAD application. MHA will have to resubmit the RAD application. He has spoken with Nathan Bonder and they will report at the next Board meeting their revised plans for RAD. A question was asked what MHA will do with the scattered sites and Mr. D'Ascoli shared they will be sold to our Not-for Profit company.

Mr. D'Ascoli announced to the Board that Spencer Street is having new unit doors hung. Once that has been completed, the buildings will be getting new siding. The tenants are very pleased with the improvements to their units and the complex as a whole.

4. Any other Information - None

II. Chairman's Report - None

III. Old Business - None

IV. New Business

1. Resolution 2022-02 - Proposed 2022 Congregate Base Rent Increase

Mr. D'Ascoli reported that the last Congregate rental increase was 4 years ago. He met with the residents to explain the reason for the proposed \$25 increase. CHFA must sign off on this requested increase. Chairman Howroyd called for a motion to approve Resolution 2022-2 Congregate Base Rent increase. Ms. O'Neill so moved, Mr. Becker. Motion passed 4-0.

V. Items for Future Agenda – Siemens Carbon credits

In a response to a question raised at the last Board meeting about carbon credits he talked with Siemens about this. MHA has been receiving the credits from Siemens.

Mr. D'Ascoli shared with the Board that he has talked with Eversource about proof of ownership of the utility poles and transformers. They also discussed the possibility of installing electric car charging stations at Westhill Garden complex using some of the power from our solar field. He will report back to the Board on this subject.

VI. Executive Session – None

VII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 4-0 to adjourn the meeting at 7:29 pm



CHAIRMAN

4/20/2022



ATTEST:

4/20/22