

November 17, 2022

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Paul Rubin, Vice Chairman – Via Zoom
Lisa O'Neill
Timothy Becker
Eileen Remillard – Tenant Commissioner

Joseph D'Ascoli, Executive Director

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:30 pm.

Chairman Howroyd called for a motion to suspend the rules to take items under the Executive Report 5C 1 and 2. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

Mr. D'Ascoli introduced Attorney Michael Wrona regarding the claim against with PURA regarding ownership of the utility poles and transformers and explained they are in the Standard Utility Practice are on public roads and the poles are in the right of way. MHA has been receiving a Facilities Ownership Credit (FOC) which means MHA own the poles and transformers. The credit MHA received on an \$18k bill is \$20. This credit pre-dates the solar field as shown on a utility bill from seven years ago. Attorney Wrona sent an email asking when the FOC went into effect and can MHA get off the FOC. In response to a question from Mr. Rubin Attorney Wrona said there was no easement with the utility company. Mr. Rubin asked if there is something in the Eversource records showing MHA owns the poles and transformers. Mr. Becker asked what the next step for MHA is. Attorney Wrona shared so far there is no proof showing MHA owns the poles and transformers. Mr. Rubin asked if there is any documentation from UTC company showing when the poles were installed, and ownership transferred to us. There have been several changes to the name of the utility company since the 60's. Ms. O'Neill asked if not a utility easement having could go against MHA. Chairman Howroyd stated until this is rectified MHA is not able to receive credits and the poles and transformers are past their usefulness. Ms. O'Neill asked that this be pushed along.

Mr. D'Ascoli introduced Mr. Nathan Bonder who has been consulting with MHA on the RAD application. Mr. Bonder updated the Board with good news sharing the first phase – Scattered Site phase has been approved by HUD. The next step is to work with Attorney Wrona and Attorney's from Ballard-Spar to get titles and surveys of these properties – not including Lisa Drive. These scattered sites will be transferred to a new corporation – Manchester Housing Corporation II. Mr. Counihan asked how fast these changes will take place as he is concerned how this will affect MHA's books. He needs a timeframe and what to do to get ready for the closing. Mr. Becker asked about the assets acquired by the Non-Profit; and is the clock on the depreciation still at zero. Mr. Bonder said he will check on this.

II. Adoption of Minutes October 19, 2022

Chairman Howroyd called for a motion to approve the minutes of the meeting of October 19, 2022. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0.

III. Correspondence –

1. HAI – 2018-2020 Low Loss Ration Award
Mr. D'Ascoli reported MHA is performing very well.
2. HUD – Cares Act Closeout Letter
Mr. D'Ascoli said HUD has stated MHA is in compliance.
3. HUD – RAD CHAP Letter for Mayfair Gardens & Westhill Gardens Annex
Mr. Bonder reported that by working with Siemens we can get 247 under RAD. Lisa Drive will be under Mayfair Gardens. With the RAD program MHA can become developers.

IV. Accounts Payable – October 2022 - Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is business as usual. The increases shown reflect on the increase in cost of supplies and appliances. He also informed the Board that the heating systems on Lisa Drive is 30 years old. The cost to replace the heat and hot water systems for the 16 units will be around \$200k. We will be using our Capital Funds to pay for these new systems. He added due to the problem of getting replacement parts he has purchased an extra heat and hot water system along with a dozen replacement stoves and refrigerators in case any of them fail.

V. Executive Report

A. Financial Statements – October 2022

Mr. Coughlin reviewed the closing numbers. AMP I shows a \$90,904 loss and AMP II shows a \$54,340 increase. Some unforeseen expenses include extensive water bill for 6-7 months due to an undiscovered leak. We did not receive any reimbursement from 8th Utilities for this unforeseen expense. Mr. Coughlin shared MHA had prepared for these losses with reserves to cover the losses. The Congregate shows a loss for the first 3 months due to vacancies. The COCC shows a \$94k gain. The funds received for the assistance to the Windsor Locks Housing Authority is reflected in admin fees. HUD has caught up with funds for the Section 8 voucher program. HUD has increased the number of vouchers from 504 to 509. The SERP program is in very good shape. Mr. D'Ascoli said there has been a large increase in the amount MHA pays for goods and services. One of the unforeseen costs was due to the inspection by the Town Fire Marshall requiring replacement of all CO2 and smoke detectors in all the units. Mr. Coughlin added that last year MHA had to deal with a change in the audit system and the sale of Spencer Street at the end of the Fiscal year. He suggested that perhaps MHA will need to keep two sets of books with the upcoming RAD changes and get extra help to assist with the books.

B. Vacancy Reports October 2022

Mr. D'Ascoli reported 92% of tenants pay their rent. Delinquent rents are mostly with tenants in the scattered sites. In response to a question Mr. D'Ascoli said back rents due to COVID were paid however evictions for unpaid rent are in place. Tenants are informed to contact our attorney to discuss their eviction.

C. General Information

1. Attorney Michael Wrona – Regarding Pending Lawsuit with PURA
See above
2. Nathan Bonder – Update to Rental Assistance Demonstration (RAD)
See above
3. Updated Board of Commissioners Term Limits
Mr. D'Ascoli congratulated Mr. Becker on his 5-year term to the Board of Commissioners.
4. Review – Dates for 2023 Public Comments
Mr. D'Ascoli reviewed the dates scheduled for the 2023 public comments meetings.
5. Review – Dates for 2023 Monthly Board Meetings
Mr. D'Ascoli reviewed the calendar for the 2023 board meeting dates and if there are any conflicts to let him know.
6. Review – Dates for Observed Holidays
Mr. D'Ascoli said there will be an addition to the observed holidays – Juneteenth will be added.
7. Election of Officer (Reminder for December Board meeting)
Mr. D'Ascoli reminded the board that at the next board meeting there will be the election of the Vice Chair position on the Board.
8. Vice Chair (1 year term)
9. Any Other information
Mr. D'Ascoli reminded board members of the upcoming PHADA Conference January 8 - 11 in Orland Florida and NERC NAHRO conference February 7 & 8 at Mohegan Sun. Anyone interested should let him know so he can get them registered to attend.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

1. Resolution 2022-19 Section 8 Management Assessment Program (SEMAP) Certification
2. Mr. D'Ascoli explained that SEMAP is a self-certification Section 8 program, and it is based on at total scoring points of 145. MH has scored 135 for a 93% rating of high performer. Chairman Howroyd called for a motion to approve Resolution 2022-19 Section 8 Management Assessment Program (SEMAP) Certification. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

IX. Items for Future Agenda

Chairman Howroyd asked commissioners to send any items to him or Mr. D'Ascoli.

X. Executive Session – None

XI. Adjournment

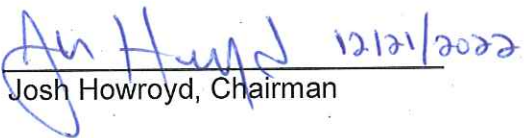
Chairman Howroyd called for a motion to adjourn the meeting. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 5-0 to adjourn at 8:21 pm.

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:



Josh Howroyd, Chairman