

April 20, 2023

Westhill Garden Community Room

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

Via Zoom Paul Rubin, Vice Chairman joined the meeting at 7:50 pm.

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:33 pm.

II. Adoption of Minutes March 15, 2023

Chairman Howroyd called for a motion to approve the minutes of the meeting of March 15, 2023. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda three items. Under Correspondence add Letter from HUD dated April 19, 2023, regarding REAC Inspection from September 8, 2022. Under Old Business add Possible Anticipated income from RAD Demo/Dispo for Scattered Sites. Under New Business add Resolution 2023-04 Westhill Garden 2023-2024 Annual Budget Request. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 4-0.

III. Correspondence – Letter from HUD dated April 19, 2023, regarding REAC Inspection from September 8, 2022

Mr. D'Ascoli explained to the Board the official letter from HUD outlining the failed items from their inspection on September 8, 2022. Due to COVID and in order to protect residents and staff inspections had not been performed. So, when HUD performed their half day inspection there were numerous items that they cited. These failed items resulted in MHA being given a Standard Performer rating. This change in rating will mean that MHA will have inspections every year. After a brief discussion Mr. D'Ascoli shared that once MHA gets approved for RAD, HUD will no longer be inspecting MHA. He also noted that the failed items have been rectified and he will submit a plan of action with HUD so these failures will not be repeated.

IV. Accounts Payable – March 2023 - Payment Summary & Detail Report

Mr. D'Ascoli shared MHA is in good shape. He commented about the expense "1 800 Got Junk" and explained that several residents were evicted from the Scattered Sites, and they left lots of stuff. Using this service made it possible for our maintenance staff to work on units being readied for new tenants. He also explained that long term families had occupied the scattered sites. and the units need renovations to bathrooms, kitchens and the entire unit to be painted.

V. Executive Report

A. Financial Statements – March 2023

Mr. Counihan reported MHA is in good shape. The Congregate is doing well despite the increase in the cost of meals and security. The COCC shows a loss, but it is due to a one-

month delay. By year end this will even out. Section 8 administrative is showing a gain but he added that reimbursement from HUD does not always reflect the actual amount and they catchup later in the year. The SERP program shows \$50k income and that we do not accrue payables until the end of the year. Chairman Howroyd commented MHA has a healthy reserve for the Congregate.

B. Vacancy Reports March 2023

Mr. D'Ascoli reported the maintenance has had major turnovers in staff. We are now fully staffed. We have collected 94% of the rents, those not collected are from the scattered sites and tenants are in the process of being evicted. Ms. O'Neill asked if new tenants are being signed up for ACH rental payments. Mr. D'Ascoli shared that some residents do not have bank accounts and their retirement income is put on debit cards. Unfortunately, MHA does not have access to those funds on debit cards. Residents must purchase money orders to pay their rent.

C. General Information

1. CDBG – Grant Application

Mr. D'Ascoli reported he filled out an application for this grant asking for \$211,000. These funds would be used to replace the sliding doors at Mayfair Gardens. We will see what gets approved and we will use that and make up the difference with Capital Funds.

2. Circle of Friends – April 2023 Newsletter

Mr. D'Ascoli commended Shannon McKay on a job well done with this quarterly publication.

3. Any other information

Mr. D'Ascoli shared he received notice that Otilia Jones will be retiring as of October 1. She works in the John D'Amelia program.

VI. Chairman's Report

Chairman Howroyd reported that he and Steven Itsu recently met with residents of the Congregate. One comment made requested there be a spring cleanup around the Congregate grounds. Maintenance has been up there cleaning things up and the Maintenance Supervisor Larry Phillips asked about putting mulch down.

VII. Old Business – Possible Anticipated income from RAD Demo/Dispo for Scattered Sites

Mr. D'Ascoli shared we will not have any figures until the scattered sites are transferred to the Non-Profit program. Washington Attorneys and Attorney Wrona will be working on the 90-day conversion from Public Housing, selling the properties to our Non-Profit. The properties will be under a Project Based Section I program and MHA will be the landlord.

VIII. New Business

1. Resolution 2023-03 Revised MHA By-Laws

Mr. D'Ascoli explained the addition to the by-laws is to allow zoom meetings. Chairman Howroyd called for a motion to approve Resolution 2023-04 Revised MHA By-Laws. In response to a question from Mr. Becker Mr. D'Ascoli explained the by-laws are for the housing authority in general. Litigation is not part of the by-laws. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

Mr. Paul Rubin joined the meeting via zoom at 7:50 pm.

2. Resolution 2023-04 Westhill Garden 2023-2024 Annual Budget Request.

Mr. D'Ascoli reminded to the Board that the Annual Budget for the Congregate is a 4month process. Paperwork must be submitted to CHFA/DOH by May 1. Once it is approved, it will be effective June 1, 2023. Chairman Howroyd called for a motion to approve Resolution 2023-04 Westhill Garden 2023-2024 Annual Budget Request. In response to a question from Mr. Becker, Mr. Counihan explained the request is usually approved. If there are any questions MHA responds and we must submit the paperwork to them by May 1. The changes will take effect on June 1. The changes MHA is requesting is for an increase in the security services and food. The last increase MHA requested was in 2019. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

IX. Items for Future Agenda

Chairman Howroyd asked the Board to send any agenda items to Mr. D'Ascoli or him.

Chairman Howroyd requested a motion to go into executive session. Mr. Becker so moved; Ms. O'Neil seconded. Motion passed at 7:52 pm.

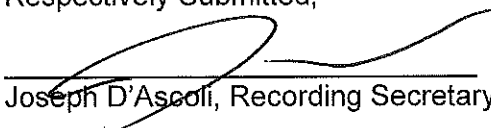
X. Executive Session – To discuss litigation matter.

Chairman Howroyd called for a motion to end Executive Session. Ms. O'Neil so moved; Mr. Becker seconded. Motion passed at 8:12 pm.

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neil so moved; Mr. Ruben seconded. Motion passed at 8:12 pm.

Respectively Submitted,

  
Joseph D'Ascoli, Recording Secretary

Attest:

  
Josh Howroyd, Chairman

5/18/2023