

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

2023

June 22, 2023

Westhill Garden Community Room

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

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes May 18, 2023  
Chairman Howroyd called for a motion to approve the minutes of the meeting of May 18, 2023. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 4-0.
- III. Correspondence - None
- IV. Accounts Payable – May 2023 - Payment Summary & Detail Report  
Mr. D'Ascoli stated MHA is in good shape.
- V. Executive Report
  - A. Financial Statements
    1. May 2023  
Mr. D' Ascoli reported AMP 1 shows a gain of \$82,762; AMP 2 shows slight loss of \$20,157 due to an extra payroll this month. The congregate has a gain of \$17,262; Service shows a gain of \$39,707; the COCC a gain of \$86,438. HCV shows a loss of \$12,700 which is due to the short fall in HUD payment. HAP has a gain of \$21,200. The SERP program has a gain of \$73,000.
    2. Spencer Village Statements  
Mr. D'Ascoli reported that after 5 months this program shows a gain of \$39,300. Maintenance showed some overspending. The overall Profit/Loss for this program is good.
  - B. Vacancy Reports May 2023  
Mr. D'Ascoli reports 96% of rents has been received. The scattered sites are the offenders of full rental payments. He shared the one vacancy at Mayfair Gardens is due to the previous tenant was a heavy smoker and all the sheetrock needed to be replaced in order to remediate the smell of smoke in the unit. Lisa Drive is rented for July 1. Remaining vacancies are on Carver Lane, McGuire Lane, Case Drive and House Drive. Property Managers are doing an excellent job to get the units rented.
  - C. General Information
    1. Scan Optics – Going Paperless  
Mr. D'Ascoli shared he, John D'Amelia and Steve Itsou met with Mr. Lee from Scan Optics to discuss the process of having our paper files converted to digital. The price to

- have all the files stored in the basement converted to digital documents is \$60k. He expected the cost to be higher. There would also be a quarterly fee that would be based on the number of files converted during that time. Mr. D'Ascoli spoke with Christopher Dorso the executive director of the Waterbury Housing Authority and he praised Scan Optics highly. In response to a question from Ms. Remillard, Mr. D'Ascoli explained that the State requires retention of 7 years-worth of files and that Scan Optics will report this to the State. He also said all the building and floor maps, despite the poor condition can be converted to a digital file that will be much clearer, cleaner, and easier to read. In response to a question from Ms. O'Neill, Mr. D'Ascoli explained digital conversion will be partnered with PHA Web and Netsynergy making our files easily accessible. Mr. D'Ascoli wanted the support of the Board before moving forward with this project.
2. Restructure of Office Space - Proposed –  
Mr. D'Ascoli explained to the Board with the RAD conversion, possible increase to the SERP program and Non-Profit program MHA will need more office space. He has spoken with Lysco about reconfiguring MHA office space. Since the onset of COVID MHA staff no longer meets face to face with residents in the office. This would mean with reconfiguration of the existing space it would allow for 7 desks rather than the existing 4. The cost would be \$11k. There would be an additional cost for computers bringing the total office conversion to around \$20k.
  3. RAD - Update  
Mr. D'Ascoli shared Attorney Wrona is working with Nathan Bonder, and we are very close to getting a letter sent to HUD. Once that is complete, we will be able to send a 90-day notice to the residents of our 13 duplexes and a portion of Westhill Gardens being converted to Project Based Vouchers.
  4. Eversource – Update  
Mr. D'Ascoli explained Eversource has requested another extension from the judge. So, the scheduled hearing has been postponed. Attorney Wrona is waiting to file an injunction if Eversource does not comply. He will keep the Board informed.
  5. PHADA  
The PHADA conference is scheduled for September 17 – 19 2023 in Washington DC. He asked that any Board member interested in attending to let him know and he will get them registered.
  6. CONN NAHRO  
Mr. D'Ascoli reported this conference is scheduled for August 27 – 29, 2023 at Mohegan Sun. There will also be a 1.5-day training session with Nan McKay on the changes to HOTMA rules and regulations.
  7. Any Other Information  
Mr. D'Ascoli stated with the end of the Legislative Sessions where are several HUD changes that will require Commissioners to attend training sessions. He will keep the Board informed as more information becomes available.

Mr. D'Ascoli informed the Board of the My First Game program offered by the Yard Goats scheduled at Dunkin Donuts Park on Friday, July 21, 2023. He requested permission to purchase 50 tickets for this game. Proceeds of the sale will go to My First Game program.

VI. Chairman's Report

MHA did not receive funds from the CDBG program. Mr. D'Ascoli explained that previous grant for the conversion of tubs to showers was not closed due to COVID delays of supplies and contractors to complete the work.

Chairman Howroyd mentioned at an open house a tenant from Mayfair Gardens spoke about a problem with bedbugs. Mr. D'Ascoli explained MHA has an exterminator on contract to handle these issues. The procedure is the infected unit as well as the units on either side of the that unit are treated. Each unit is requested to prep the unit for the first treatment and then two weeks later each unit will be sprayed again. The problem arises with the host tenant does not prep their unit. If this happens the tenant will be fined \$75. MHA has contracted with an extermination company out of Massachusetts.

VII. Old Business

Mr. Becker asked about the status of wait list applications for Public Housing (PH) and Project Based vouchers. Mr. D'Ascoli shared MHA received over 4,000 applications for both the PH and the Project Based voucher programs.

Mr. D'Ascoli mentioned the position for the property manager at the Congregate has been filled.

VIII. New Business - None

IX. Items for Future Agenda


Chairman Howroyd mentioned a request from a board member regarding property/casualty insurance coverage for MHA.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0 at 7:35 pm.

Respectively Submitted,

  
Joseph D'Ascoli, Recording Secretary

Attest:

 7/19/2023  
Josh Howroyd, Chairman