

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

2017

DECEMBER 20, 2017

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin – Vice Chairman  
Lisa O'Neill  
Joseph D'Ascoli, Executive Director

Absent: Judith Taylor – Tenant Commissioner  
Mary Ann Creamer

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:32 pm.

II. Adoption of Minutes – Meeting of November 14, 2017

Chairman Howroyd called for a motion to approve the minutes of November 17, 2017. Ms. O'Neill so moved, Mr. Rubin seconded. Motion passed 3-0.

III. Correspondence

Mr. D'Ascoli reported that the State Bond Commission has awarded \$3.6m to MHA for the renovation of Westhill Gardens Congregate Housing. He is working with CHFA and the architect. The Bond Commission should be closing this by the end of January and MHAH does not know how long it will take to get the money.

Next MHA will be working on the SSHP award letter before the April deadline. MHA is seeking funds to renovate Spencer Village. Mr. D'Ascoli added MHA will to get grant money for the renovations of Spencer Village. Initially it was thought that we could knock down the existing units and build new but there are many restrictions on that kind of project. The plan now is to renovate the existing units. Buildings have four units in them and we would do 4 units at a time, relocating tenants during the renovation process.

Mr. Rubin asked about the timeline for the renovation of the congregate. Mr. D'Ascoli explained currently there are 2 empty units and we have taken them off line. We would move a tenant into the vacant unit during the renovation. Each unit would be taken right down to the studs new floors, walls, kitchen cabinets, windows, bathrooms will have talk in showers. It will take 17-10 days to renovate a unit. The entire project will take 6 to 9 months.

IV. Accounts Payable –

No questions from the Board.

V. Executive Director's Report

A. Financial Statements –

Mr. Robert Counihan shared MHA is looking good. There is a MTD loss in the Section 8 program due to HUD short fall on monthly deposits. We are not sure about the Federal Funds subsidy; we cannot see how much money we will be getting until February. Mr. D'Ascoli shared he and Mr. Counihan are keeping careful watch on this.

Mr. Counihan added in November we got the final subsidy for 2017. We have to reduce the reserve OPED liabilities and he is looking into how to report that. The Liability is for the

pension fund. The State owes the treasury money and they are only able to fund 93% of that and MHA would be liable for the other 7%.

B. Vacancy Reports –

Currently two units are being renovated and will be ready for lease up in the next couple of days. The property managers and maintenance crew are doing an excellent job of getting units up and ready for new tenants.

C. General Information – Modernization Report

Mr. D'Ascoli shared the progress of several projects. Currently several roofs are being replaced at West Hill Gardens and should be completed before the end of the year. Siemens is finalizing the renovation projects and should be completed by the end of January 2018.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2017-22 Public Comment Session for CY 2018

Chairman Howroyd called for a motion to approve Resolution 2017-22 Public Comment Session for CY 2018. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0.

2. Resolution 2017-23 Board of Commissioners Monthly Meeting Dates for CY 2018

Chairman Howroyd called for a motion to approve Resolution 2017-23 Board of Commissioners monthly meeting dates for CY 2018. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0.

3. Resolution 2017-24 Authorization to pen a new bank account

Mr. D'Ascoli explained with the funds to renovate the Congregate it was suggested that we have a separate bank account for the funds. The money will be wire transferred from CHFA and this will make it easier to follow the paper trail for the funds. We are looking at TD Bank for this project. Chairman Howroyd called for a motion to approve Resolution 2017-24 Authorization to open a new bank account. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0

IX. Items for Future Agenda

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

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting at 7:05 pm. Ms. O'Neill so moved, Mr. Rubin seconded. Motion passed 3-0.

 2/21/2018

CHAIRMAN:

 2/21/18

ATTEST: