

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

2018

Tuesday, November 20, 2018

Mayfair Gardens Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:35 pm.

II. Adoption of Minutes – Meeting of October 17, 2018

Chairman Howroyd called for a motion to approve the minutes of October 17, 2018. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 4-0.

III. Correspondence - None

IV. Accounts Payable – October 2018

Mr. Becker asked about the trash hauling expense and if it could be included with the bid the Town of Manchester has for the same service. Mr. D'Ascoli explained that he had previously inquired to the Town and it was not allowed. He said he will ask again.

V. Executive Director's Report

A. Financial Statements – October, 2018

Mr. D'Ascoli shared we are only in the first month of the new fiscal year and the numbers look good. The COCC shows a negative number due to the fact that there was no transfer of funds from the different services.

B. Vacancy Report – October 2018

Mr. D'Ascoli responded to a question about units that are off line. He explained that if HUD has approved a unit to be off line due to it being rehabbed, we do not lose the funding for the unit. Mr. Itsou put together a report showing the loss of rental income for last year. Mr. Becker asked if would be possible to see an aging report so that we know how many days overdue the unpaid rent is. Mr. D'Ascoli added we do what we can to collect unpaid rent and if we take the tenant to court and do not get a favorable judgement, we have to write off the money at the end of the year. Mr. Becker asked about the delay in leasing 42H. Mr. D'Ascoli explained when a unit becomes available the property manager calls the next person on the waiting list. If they do not want that unit then we have to select the next person on the list. Sometimes, as in this case, it takes a while to find a tenant for a unit.

C. General Information

1. Modernization Report

Mr. D'Ascoli explained MHA will not be touching any of the Capital Funds at this time. We have filed an application for RAD funding and those funds were part of the application.

2. Updated RAD (Application Submitted on Tuesday, October 23, 2018
Mr. Nathan Bander has submitted an application on behalf of MHA on 10/23/18. Now we wait for HUD to review and approve our application. Suggestion was made by Mr. Bonder to keep residents abreast as to the status of the application.
3. General Information Bulletin – Manchester Fire, Rescue, EMS Department – Article
Mr. D’Ascoli shared that our Resident Service Coordinator, Mary Ann Murray has been working with the local Fire Department for a record of calls to tenants that have medical issues. Ms. Murray is then able to follow up with tenants to be sure they are getting the assistance they may require. MHA gets \$20k from the town for her services.
4. Letters to be sent to Legislators regarding Funding for FY 2019
Mr. D’Ascoli reviewed a letter he would like to send to MHA’s 3 legislators to keep up their support for the Transportation 2019 Senate bill.
5. 2019 NERC-NAHRO Mid-Winter Conference February 4 – 6, 2019 –
Mr. D’Ascoli explained he is working on the agenda for the February conference. Once that get finalized he will share with the BOC. There will be a session on project based vouchers and he has suggested the Section 8 staff attend.
6. MHA – Holiday Celebration
The event is scheduled for Friday, December 14 at Angelinos restaurant. Everyone is invited.
7. FYR – Upcoming 2019 Public Comment Sessions
Calendar of the scheduled public comment sessions was distributed to the Board. Mr. D’Ascoli requested the board review and get back to him with any changes.
8. FYR – Upcoming 2019 Board of Commissioners Board Meetings
The 2019 calendar of board meetings was distributed. Any changes or revisions, please get back to Mr. D’Ascoli.
9. FYR – Upcoming 2019 Observed Holidays
The schedule of staff observed holidays was distributed for the board to review.

VI. Chairman’s Report

Chairman Howroyd shared that at some of the public comment sessions residents were asking for an update on the RAD program. He said tenants are really interested in the program and the benefits it will bring them.

VII. Old Business - None

VIII. New Business

A. Resolution 2018-31 -Section 8 Management Assessment Program (SEMAP)

Mr. Rubin noted the numbers on items 9 and 10 were transposed. Mr. Rubin moved to accept Resolution 2018-31 as amended. Mr. Becker seconded. Motion passed 4-0.

B. Resolution 2018-32 - Pest Control

Mr. D'Ascoli shared the current contract for Pest control expires in January and Mr. Sweet sent out an RFP. After careful review of all responses received, he suggests MHA go with A&A Pest. Motion was made by Ms. O'Neill to approve Resolution 2018-32; Mr. Rubin seconded. Motion passed 4-0.

IX. Items for Future Agenda

Chairman Howroyd requested any items for the agenda be sent to him or Mr. D'Ascoli.

X. Executive Session is Expected

A. Evaluation of the Executive Director

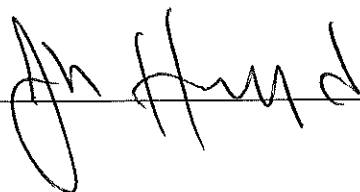
Chairman Howroyd asked for a motion to recess the BOC meeting to move to the Housing Corporation meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed at 7:40 pm 4-0.

The Board meeting reconvened at 8:46 p.m.

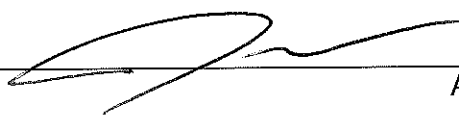
Chairman Howroyd called for a motion to move to Executive Session to discuss the evaluation of the Executive Director. Ms. O'Neill so moved; Mr. Becker so moved. Motion passed at 9:00 pm 4-0.

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 9:09 pm.



CHAIRMAN 12/19/2018



ATTEST 12/19/18