

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

2020

October 15, 2020

VIA ZOOM

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

Absent: Tim Becker
Judith Taylor – Tenant Commissioner

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:32 pm.
- II. Adoption of Minutes – Meeting of September 16, 2020
Chairman Howroyd called for a motion to accept the minutes of September 16, 2020. Ms. O’Neill so moved; Mr. Rubin seconded. Motion passed 3-0.
- III. Correspondence – HAI – Low Loss Ratio Award
Mr. D’Ascoli shared with the Board the MHA for the last three years has not filed any low loss ratios.
- IV. Accounts Payable –
Mr. D’Ascoli reported business as usual for MHA.
- V. Executive Director’s Report
 - A. Financial Statements – September 2020
Mr. D’Ascoli reported the financial figures being reported are interim numbers for September 2020 because we are in the process of closing the books for FY 2019. For Year End AMP1 reports \$167k, AMP2\$71k, Elderly Housing shows loss of \$48k due to COVID expenses, and the COCC \$270k for the year. Overall for the FY MHA is in good shape. Mr. Counihan added not all the expenses for September have been received. HUD wants all the utilities for September entered for all the projects as well as \$42k accrued payroll. He asked if the financial reports for October, rather than reporting one month’s expenses should be the total for year-end. Chairman Howroyd agreed.
 - B. Vacancy Reports – September 2020
Mr. D’Ascoli shared MHA is in the middle of computer conversion so he was unable to run this report. Maintenance is doing an excellent job turning vacant units over. HUD has been asking why the delay in getting units rented and he explained the project managers are contacting names off the waiting list but tenants are hesitant to moving to a new unit due to COVIS.
 - C. General Information
 1. Modernization Report – RFP Issued for Scattered Sites Roofs (4 houses)
Mr. D’Ascoli informed the board that the MOD Coordinator from the John D’Amelia program, Niles Scala, sent out an RFP to have four roofs on our scattered replaced.

Five RFP's were sent to out and only one American Integrity Restoration (AIR) from Glastonbury responded. MHA used this vendor on one of the roofs at Spencer Village and they did an excellent job. Since only one RFP was returned, MHA will be awarding the contract to them. We will be adding one more roof the MHA administrative office needs replacing. AIR will be able to start the work in a week or so.

2. Memo – Revitalization Project Westhill Congregate
Mr. D'Ascoli shared we have met with success at getting North East Builders to finish the long awaited renovation of the Congregate. Next week Tilcon will start working on renovating the driveway, starting with milling the existing pavement and then repaving it. This should take 3 days. Unfortunately, during that time residents will have to part down on Bluefield Drive and walk up to the congregate. Mr. D'Ascoli said he has met with residents and asked them to be very careful walking on the parking lot. Mr. D'Ascoli is in contact with CHFA with regard to their progress. North East Builders has 56 days to finish this project.
3. Memo - Revitalization Project – Spencer Village
Mr. D'Ascoli commented he has signed all the paperwork so Pioneer Builders can begin the renovation project. They will be beginning with replacing the roofs on all of the buildings before winter sets in. We have begun moving residents to two of the vacant units and the others will be put up in the nearby motel. Niles Scala will be keeping track of this project on a day by day basis and making sure there is no cutting corners. This project will be finished by September 2021. Mr. Rubin commented a one year time period seems like an aggressive time table but this has been a long time coming and he looks forward to its completion.
4. Memo - Update to RAD
See Resolution 2020-28
5. Fall Edition – Circle of Friends
Mary Ann Murray has done a great job with this edition of Circle of Friends. This publication keeps our residents informed of the “goings on” with projects and the work maintenance is doing keeping our common areas clean for residents and staff.
6. COVID -19 Expense Sheet
Mr. D'Ascoli reviewed the breakdown of the expenses for COVID. HUD had originally given housing authorities until 12/31/2020 to use the funding; that date has been changed to 12/31/2021. He also reported a \$15k contract with Charter Oak Mechanicals to install a new filtration system in the MHA office building. This funding came from the State. He will ask them about the cost of installing a new system at the Congregate, which will keep residents and staff safe.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2020-28 – 1 Year Annual Plan & 5 Year Action Plan

Mr. D'Ascoli explained this plan was due on July 19, 2020 but with COVID, the feds granted a 90-day extension to October 17, 2020. He explained this is a thorough annual plan giving HUD a detailed picture of what we are doing. He has been working with Nathan Bondar making sure we have included all expected projects. Mr. D' Ascoli shared he will be speaking with Siemens on Friday to discuss the paying off the remaining balance for the Solar Field. He also noted that HUD has approved this plan and he also shared this with Scott Shanley and Heather Gaines (NOT SURE OF HER LAST NAME) and they were very pleased.

Chairman Howroyd called for a motion to approve Resolution 2020-28 – 1 Year Annual Plan & 5 Year Action Plan. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0.

IX. Items for Future Agenda

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

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 3-0 at 6:58 pm



CHAIRMAN

11/19/2020



ATTEST

11/19/20