

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

2020

December 16, 2020

ZOOM Meeting

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

## I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:46 pm

Chairman Howroyd called for a motion to suspend the rules and take under New Business the presentation by Nathan Bonder. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 3-0.

Mr. D'Ascoli introduced Nathan Bonder who has been helping MHA with the RAD approval process. Mr. Bonder reviewed what is entailed in getting a RAD conversion for MHA. While he said that RAD is a good program for housing authorities there are some draw backs one being locking into funding for 20 years. Since this process began HUD has come up with several more programs to assist housing authorities to move away public housing. One such program is called Streamline Voluntary Conversion and apply for that program the limit is 250 units or less. MHA has 307 and therefore does not qualify for that program. Mr. Bonder reviewed several options he and Mr. D'Ascoli have been looking into.

Chairman Howroyd thanked Mr. Bonder for his presentation and looks forward to having an update at one of the upcoming Board Meeting. He also asked if HUD has been made aware of the details of our plans. Mr. D'Ascoli said a three-page letter will be sent to HUD detailing what we are doing. MHA wants to be sure it is in writing so there is no confusion.

Mr. Becker asked about the short funding for the Pension Fund and if RAD will take that into the financial accounting to avoid a short fall. Mr. Bonder said we are looking at financing to be sure we have a cushion. He also added that all the pension plans for housing authorities are underfunded.

Mr. Becker asked about HUD granting 40-year loans and thought that had stopped. Mr. Bonder explained that HUD is the only one in the game for loaning money to Housing Authorities. Banks have frozen their money right now and interest rates are very low.

Mr. D'Ascoli noted he will keep the Board informed as things progress and if there are any questions to please let him know. He also noted he will keep the residents informed as to how this new program is funded and that it will be no change to the residents' portion.

## II. Adoption of Minutes – Meeting of November 19, 2020

Chairman Howroyd called for a motion to adopt the minutes of November 19, 2020. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 3-0.

## III. Correspondence - None

IV. Accounts Payable - November 2020 Payment Summary & Detail Report

Mr. D'Ascoli shared MHA is now using a different accounting system and we are still in the learning stages. We wanted to be sure the reports are reflecting the correct numbers so at the next Board meeting we will have two months of data to report.

Mr. Becker asked if the format for the reports will be the same. Mr. D'Ascoli shared they will look slightly different, but the same data will be reported and there will be a summary page.

V. Executive Director's Report

A. Financial Statements – November 2020

Mr. Counihan reported the numbers are looking good. AMP I shows a \$7k gain. AMP II shows \$131k gain and the State Elderly shows a gain of \$30k but the COCC is down \$10k and that is because the expenses for the month are not booked. Reimbursements are a month behind. He shared he has spoken with Mike Petro who has done a preliminary audit and he reports our YE numbers are looking very good.

Mr. Counihan shared the new accounting system showing the assets and liabilities is different from what we used to show. This system shows true indications of what we have financially, more details on each project.

Mr. Becker asked about the total cash surplus and does it include depreciate assets. Mr. Counihan said it does include retained earnings, net restricted minus depreciation.

B. Vacancy Reports – November 2020

Mr. D'Ascoli noted we are still working out the kinks with the new software system, so we do not have the vacancy report as we knew it. He did report that we have 7 vacancies we are looking to lease up. There continues to be some hesitancy with residents due to COVID who are willing to move to a new unit.

C. General Information

1. Memo - Update to Westhill Congregate

Mr. D'Ascoli reported good news on the Congregate project as it is 99% complete. It has been a long battle and it is good to see the end results. He encouraged Board members to take a drive to see fruits of our labors. The canopy is beautiful, and it has a bright underside making it safe for residents. There are still a couple of issues that need to be taken care of. Shower in one of the unit's is leaking and has been shortly after it was installed. Best Baths will send a replacement and it will be installed by NE Builders. Chairman Howroyd shared the renovations look great.

2. Memo – Update to Spencer Village

Mr. D'Ascoli shared all the roofs have been replaced. Work is being done on building 40. The one tenant that we were in the process of evicting before COVID has moved out and that unit will be demoed. In building 50 there are two units also being demoed. In building 48 the 6 units should be completed by the end of the year. Pioneer Builders have ordered all the windows and cabinets and they will be stored on site in pods so they can be readily accessed for installation. Mary Ann Murray has been working closely with Demarco Management Company checking in on the residents. Residents are happy with the improvements. Mr. D'Ascoli said he is checking with DOH and CHFA

to see if there is any extra funding to get the walls painted, this was cut from the original budget. For this winter season MHA will continue to do the snowplowing at this complex and DeMarco will pay for that service.

Mr. D'Ascoli wanted the board to be aware of a major water leak at Mayfair Gardens. We discovered the leak after investigating a highwater bill. We will be speaking with the Town as to why we weren't notified of the higher usage.

VI. Chairman's Report

Chairman Howroyd shared he will be drafting a letter to Scott Shanley regarding Hillstown Road and have Mr. D'Ascoli and the Board review before sending.

VII. Old Business – None

VIII. New Business

1. Presentation from Nathan Bonder – See Above

2. Election of Vice Chair

Chairman Howroyd called for a nomination of Vice Chair. Mr. Becker nominated Paul Rubin for Vice Chair. Chairman Howroyd seconded the nomination. Motion passed 3-0.

3. Resolution 2020-30 – 2021 Board of Commissioners Meeting Dates

Mr. D'Ascoli reviewed the calendar and shared meetings are usually the third Wednesday and there are a few exceptions due to conflicts. Chairman Howroyd called for a motion to approve the 2020-30 2021 BOC meeting dates. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 3-0.

4. Resolution 2020-31 – 2021 Public Comment Session Dates

Mr. D'Ascoli stated due to COVID we have not had any meetings. It is best for us to have dates on the calendar should there be change in the numbers for group meetings set by the Governor. Chairman Howroyd called for a motion to approve Resolution 2020-31 2021 Public Comment Session Dates. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 3-0.

Mr. D'Ascoli added we should schedule board meetings for the Housing Corporation of Manchester. He will schedule them quarterly.

5. COVID 19 Updated Expense

Mr. D'Ascoli reported that staff have received laptops so they can work from home. They were purchased with COVID funds. A staff member was exposed to COVID and the office was closed on Tuesday afternoon. The office has been sanitized and we are awaiting test results to see if the employee tests positive.

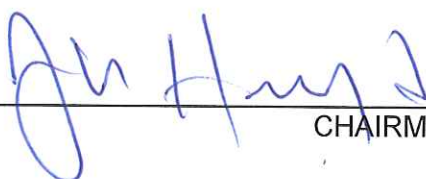
IX. Items for Future Agenda

Mr. Becker asked if the Board could have a copy of the salary analysis from Rick Leco for the next meeting. He requested this item be added to the agenda under Executive Session personnel matters.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to move into adjourn. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0 at 8:23 pm.

  
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CHAIRMAN

1/20/2021

  
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ATTEST:

1/20/21