

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

2021

February 17, 2021

ZOOM Meeting

Attending: Chairman Josh Howroyd  
Paul Rubin – Vice Chairman  
Tim Becker  
Joseph D'Ascoli, Executive Director  
Lisa O'Neill  
Absent: 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 January 20, 2021

Chairman Howroyd called for a motion to adopt the minutes of January 20, 2021. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 4-0.

III. Correspondence – CHFA HASIP Approved Application for Basic Need Pantry

Mr. D'Ascoli shared he has written an RFP to CHFA to purchase \$25 gift cards for the residents at Spencer Village. He will have DeMarco management distribute them to the tenants.

Mr. D'Ascoli reported he had a lengthy discussion with Jennifer Gottlieb regarding a telephone call from CHR. CHR had attended a Board meeting back in 2017 about providing 3 Project Based Vouchers for Promise House scheduled to be built to house those individuals that have been aged out of foster care. CHR has not had any communication with MHA since that time and with the Spencer village project we do not have any available vouchers for them. Jennifer said she would contact Washington to discuss this situation and Mr. D'Ascoli shared he want something in writing from HUD so MHA will not be found at fault. He also explained he will contact some other housing authorities to see if they have the resources to provide the 3 PBV's.

IV. Accounts Payable - January 2021 Payment Summary & Detail Report

Mr. D'Ascoli shared MHA is in good shape. He did note that Mayfair Gardens has an extremely high water bill this month due to a leak. The issue is the leak cannot be located. We have hired ADB working with our maintenance crew to locate the leak. There is only one meter and it is in the street and MHA cannot access it.

V. Executive Director's Report

A. Financial Statements – January 2021

Mr. Counihan shared MHA is showing more gain than is real due to a delay in receipt of the bills due to a slowdown in mail delivery from the USPS. In response to a question from Mr. Becker, Mr. Counihan explained the Congregate shows a loss for the whole year because the State sent their funds last May. He went further to explain the HCV program – Section 8 has an accounting difference with COVID money. MHA had to take it out and make it a separate program. MHA has not received the money from HUD.

B. Vacancy Reports – January 2021

Mr. D'Ascoli let the board know there was no vacancy report. There were some issues with getting the information printed. He did report we have 11 vacancies. Three at Mayfair will be lease up for March 1. The other units at West Hill Gardens have been harder to fill. People taken off the waiting list are afraid of leasing a second-floor unit due to COVID. We do not want to open the waiting list right now. MHA is not the only housing authority experiencing rental delays due to COVID.

Mr. D'Ascoli also shared we have several tenants who have not been paying their rent. We are keeping a close eye on it and when the Federal Moratorium we are unable to pursue a rent case until six months of non-payment of rent.

C. General Information – Memo -Revitalization Project – Spencer Village Update

Mr. D'Ascoli reported this project is going very well. Pioneer Builders are on target with the work being done. In order for the MHA to get the funding, we had to cut back in some of the items we had hoped to replace, i.e., the doors. He is looking into getting \$150k in additional funding to purchase new doors.

VI. Chairman's Report

Chairman Howroyd shared he has been in contact with the town manager Scott Shanley to discuss the management of the Hillstown Road property wither Thursday or Friday this week. He will report back to the Board at the next meeting. Mr. Becker shared he would like to see some form of a written understanding about how to manage this property. Chairman Howroyd shared he wants to be clear if there are any large repairs how those bills will be paid.

VII. Old Business – None

VIII. New Business – 2021-01 – Addendum to COVID 19 HQS Biennial Inspection

Mr. D'Ascoli explained to the Board that inspections were moved to bi-annually due to COVID. Currently the only initial inspections are being done. MHA is mailing out Certification letters to landlord requesting their signature confirming their units have no life-threatening deficiencies.

Chairman Howroyd called for a motion to approve 2021-01 Addendum to COVID 19 HQS Biennial Inspection. Mr. Rubin so moved; Mr. Becker second. Motion passed 4-0.

IX. Items for Future Agenda

Chairman Howroyd asked if members have any items, they wish to have put on the agenda to please send them to him or Mr. D'Ascoli.

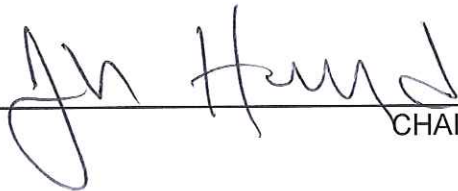
Mr. Becker requested information on the punch list items for the Congregate renovation. Mr. D'Ascoli shared the job is done and he informed CHFA. The concerns he has are with several of the items that we had to hire a separate contractor to handle. Best Bath send a new tub kit and reh resident is very happy. However, when the new kit was installed it was discovered that the original one was not installed correctly. Mr. D'Ascoli stated his concern is what about the other 36 bathrooms, were they installed correctly. He wants answers before the final payment is released.

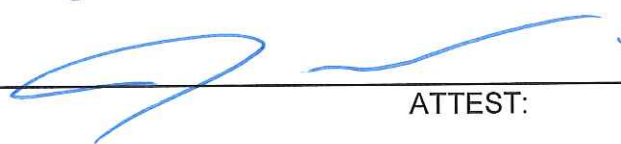
Chairman Howroyd told Board members he will email them the draft of the contract for the Executive Director for their review.

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 7:40 pm.

  
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CHAIRMAN

  
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ATTEST:

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