

March 17, 2021

ZOOM Meeting

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:31 pm.

II. Adoption of Minutes – Meeting of February 17, 2021, 2020

Chairman Howroyd called for a motion to adopt the minutes of February 17, 2021. Ms' O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0 with one abstention.

III. Correspondence – Pending Resident Lawsuit

Mr. D'Ascoli informed the Board on February 18, 2021 he received documentation from our insurance provider regarding a resident at Westhill Gardens who slipped and fell on the property on December 23, 2020 at 5:30 pm ten days after a snowstorm. This resident did not report this accident to MHA. Mr. D'Ascoli noted that maintenance does an excellent job, plowing, shoveling, sanding, and salting the property to prevent anyone from slipping and falling. When tenants move their cars, maintenance sees to it their space is cleared as well.

Mr. Rubin asked if our insurance carrier has assigned an attorney to this case. He went on to say that it is part of our policy should there be any litigation. MHA should not have to pay for a separate attorney. Mr. D'Ascoli said he will check with the insurance provider. When asked about the tenant injuries, Mr. D'Ascoli said, fractured ankle and bruised shoulder and other bumps and bruises. The tenant lives at 71K Bluefield Drive and she fell on ice in the parking lot next to her car. Mr. D'Ascoli said he would keep the Board informed. Chairman Howroyd stated if this goes beyond a simple litigation case, it will be discussed in Executive Session.

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

Mr. D'Ascoli shared the Board likes the new report format as it provides more detail. He notes the water expense at Mayfair Gardens, which has been exceptionally high. We have been working with the Town Mr. Francis Taylor and several independent contractors looking to find the leak to determine the cause of this excessive bill. The Town was asked if perhaps the overage could be caused by a faulty water meter and MHA was told no. The last company we contacted suggested changing the water meter and it was indeed a faulty meter. Mr. D'Ascoli said he will get a report from a third party on the water consumption. He will follow up with the Town about getting reimbursed for the water charges.

V. Executive Director's Report

A. Financial Statements – February 2021

Mr. D'Ascoli reported MHA is in good shape. Mr. Counihan commented in the YTD loss column for the COCC is due to the February expenses not being booked. The Loss for Section 8 RNA is due to spending more in HAP than we have been from HUD. HUD is approximately 6 months behind in increase their funds to us. In response to a question from

Mr. Becker, Mr. Counihan explained the Central Office Cost Center shows a loss due to being a month behind in the fees being booked

B. Vacancy Reports – February 2021

Mr. D'Ascoli explained we have 11 vacant units; 2 at Mayfair; 8 at Westhill Gardens and 1 scattered site. At Westhill we have 2 being leased up for April 1. The delays in leasing up is due to COVID. Perspective tenants are afraid of moving into a new unit. We are hoping with more and more people getting vaccinated that we will get these vacant units occupied.

Chairman Howroyd asked Mr. D'Ascoli about reimbursements from the Department of Housing for no- payment of rent landlords can collect the last 6 months, only getting 85% of due rent and have to forgive the other 15%. Mr. D'Ascoli said this is a Board decision as are landlords. Landlords are looking for full return of back rent. Mr. Rubin stated in addition to what the states are doing, tenants can apply for rental assistance. United CT will be doing a presentation.

Mr. Counihan asked since this is a federal program could we use the extra for COFID Expenses?

Mr. D'Ascoli also shared HUD is talking about providing emergency rental assistance to help homeless or evicted people, giving them vouchers. His question is what about those individuals who are already on a waiting list.

C. General Information

1. PHADA 2021 Annual Conference - Virtual

Mr. D'Ascoli reported things are not confirmed if the PHADA conference will be in person or virtual May 17 and 18, 2021. The cost is free and if anyone is interested to let him know.

2. Memo – Update to Spencer Village Revitalization Project

Mr. D'Ascoli shared we are about half-way done with this project. Pioneer Builders are doing an excellent job. All 25 of the project-based vouchers have been leased up. DeMarco and MaryAnn Murray have done an excellent job working with tenants to get them settled in their units. Mr. D'Ascoli said he is still looking to obtain funds to be able to provide some of the items that HUD requested be removed. He is waiting to hear from Shop Rite store for the \$25 gift cards he has ordered to give to residents.

3. Memo – Update to Westhill Gardens Congregate Revitalization Project

Mr. D'Ascoli reported this project is complete. WE are now in the process of working with CHFA on finalizing the paperwork and making sure all invoices are correctly recorded and paid. In response to a question from Mr. Becker, Mr. D'Ascoli shared that all those items have been taken care of. He also stated in reference to the shower unit having to be replaced and found that it has been installed incorrectly is an issue for CHFA to handle.

Mr. D'Ascoli explained to the Board he and Mary Ann Murray were able to get the Mobil Crisis unit to get Congregate residents COVID vaccinations as well as MHA staff.

4. Memo – Update to Rental Assistance Demonstration (RAD) Application
Mr. D'Ascoli shared he received a letter from HUD in Washington DC describing three phases of this project and which way do we want to go. The Hartford field office have an issue with listing Lisa Drive, one of our properties, as a scattered site. This property is all duplexes with separate meters and HVAC. If they do not approve this property, we may have to go with a regular RAD which will cost MHA about \$30k in funding. Prior to receiving this notification, HUD as approved MHA's application. We will continue to work with Hartford field office to get is property approved as a scattered site. Chairman Howroyd asked if the Board must do any formal action at this point. Mr. D'Ascoli said he will contact Nathan Bonder about giving a presentation to the board on our next steps.
 5. Hillstown Road Report
Chairman Howroyd reported that he and Mr. D 'Ascoli has a very productive zoom meeting with the Town Manager, Scott Shanley and Town Attorney, Tim O'Neill regarding the Hillstown Road property. Going forward the Town will be looking at sub dividing the resident from the other parcels and selling it since the real estate market is strong at this time. MHA will continue to do the maintenance and once the property is sold will return the fund balance to the Town. MHA has put aside a cushion for this property should there be any costly repairs needing to be done.
 6. COVID Expense Report
Mr. D'Ascoli shared we have not made any major purchases. He is looking into purchasing cameras to be place around the Westhill property during the summer. Housing Authorities have until December 31, 2021 to use these funds and any monies left over will be sent back to HUD.
- VI. Chairman's Report
Chairman Howroyd reported there has been no answer as to whether the NERCNARO conference will be held in Manchester Vermont. Nr, D'Ascoli shared the date is being held, we the contract stated notification for cancelation was needed by March 5 as to whether the conference would be held in person. Different states have different travel restrictions and NARO does not want to lose the \$30 deposit. NARO is talking with the Equinox Conference center about the deadline for canceling. The conference is schedule for June 14-16, 2021.
- VII. Old Business – Executive Director Contract
Chairman Howroyd shared he send a draft of the contract based what was discussed at the on the Executive Session back in January. The only change to extend the contract to a 5-year contract along with a salary adjustment.
- VIII. New Business – None
1. Resolution 2021-02 – to enter into a 2-year contract with Pest Control
Mr. D'Ascoli reported he sent and RFP for pest control. Initially he said he only received 2 responses and so he sent out another RFP and got a few more. MHA has been using A&A Pest control and they have done a good job. Their response to our RFP came in lower than we are currently paying. Mr. Becker asked how the RFP process works. Mr. D'Ascoli explained he puts information on MHA website, advertises in the Hartford Courant and Journal Inquirer and sends some letters to pest control companies. He added he will be putting out and RFP for Attorneys following the same process and also with CONNNARO.

Chairman Howroyd called for a motion to approve Resolution 2021-02 to Enter a 2-year contract with Pest Control. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 5-0.

2. Resolution 2021-03 – to enter into a 5-year Contract with Executive Director
Chairman Howroyd shared there is one technical correction to this contract and that is changing the date from February 2021 to March 2021. Mr. Becker asked if we are intending to go retro back to January 1, 2021 for the salary adjustment. Chairman Howroyd said yes.

Chairman Howroyd called for a motion to approve Resolution 2021-3 to Enter into a 5-year contract with the Executive Director with the technical correction. Ms. O'Neill so moved; Ms. Taylor seconded. Motion passed 5-0.

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.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Becker so moved; seconded by Ms. O'Neill. Motion passed at 7:47 pm 5-0.



CHAIRMAN

4/28/2021



ATTEST:

4-28-21