

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

2021

September 22, 2021

Westhill Gardens Community Room

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

I. Meeting Called to Order  
Chairman Howroyd at 6:31 pm.

II. Adoption of Minutes – Meeting of July 21, 2021  
Chairman Howroyd called for a motion to approve the minutes of July 21, 2021. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0 with one abstention.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda under Item 8 New Business three resolutions: Resolution 2021-23 Procurement Policy Update Resolution, Resolution 2021-24 Federal Public Housing Flat Rent Schedule, Resolution 2021-25 Revised Budget for Westhill Congregate. Ms. O'Neill so moved; Mr. Rubin seconded. The motion passed 4-0.

III. Correspondence- Letter from the Town of Manchester regarding CDBG Application  
Mr. D'Ascoli reported to the Board that MHA was not awarded any assistance from this program. He will apply again next year.

Mr. D'Ascoli received a letter of resignation from the Mary Ann Murray which will take affect on October 15, 2021. The Town of Manchester provides a grant to MHA in the amount of \$20K for the position of Resident Service Coordinator. He will talk with the Town about filing this position and see if they have any recommendations.

IV. Accounts Payable – July & August 2021 Payment Summary and Detail Report  
Mr. D'Ascoli stated MHA is financially in good shape. Mr. Becker asked a question about the expenses for Spencer Village paid to John D'Amelia. Mr. D'Ascoli explained the expense is for the work Mr. D'Amelia did and also covers the work done by Niles Scala the MOD Coordinator.

Mr. Counihan shared the MERF expenses goes up every year and that increase is partially due to the short fall. MHAs portion has gone up 20% and the employees share was increased by 2% last year.

V. Executive Report

A. Financial Statements

Mr. Counihan reported to the Board we are in good shape. In looking at the Sectio 8 HCV program it looks like a short fall but that is due to the payments received from HUD varying from month to month. The funding for the COCC shows extra expenses due to payments to Nathan Bonder for the RAD conversion work.

Mr. Counihan explained the Income and Expense for Section 8. We have not spent more than we budgeted and the number of vouchers we have is 500 and by the end of September we should show 504 vouchers.

In response to a question from Mr. Becker, Mr. Counihan explained we do have a short fall in funding received from HUD and the adjustment usually takes place in December.

B. Vacancy Report – August 2021

Mr. D'Ascoli commended the maintenance staff on their diligence in keeping up with getting units turned over for occupancy. Due to COVID there has been problems with getting supplies and outside vendors to contact to do work for us. There were issues with getting replacement appliances and it was decided to order twelve each of stoves and refrigerators so that we have them available should they need to be replaced.

The chimney at the Congregate needs to have a new liner installed but we are experiencing a log delay in getting that part in.

Mr. D'Ascoli also shared the progress with United CT program. The funds are available to tenants who have fallen behind in their rent payments due to COVID. It is a very time-consuming process and confusion as to how to request payments to the landlords. Mr. Rubin shared the tenant has to make the referral and not the landlord.

C. General Information

1. Hillstown Road Financial Update

Mr. D'Ascoli announced that MHA will no longer be managing this property as the tenant has moved out. MHA was not notified by the tenant or the Town of the vacancy.

2. COVID-19 Update Expense Sheet

Mr. D'Ascoli explained we have not spent much of the HUD monies for COVID this month. With the onset of winter maintenance will purchase chemicals for cleaning the office and common areas around the complex as well as gloves and face masks. The HUD funding will end 12/31/2021.

3. Update to Revitalization Project – Spencer Village

Mr. D'Ascoli is excited to report that this project is 99.8% complete. The new parking lot and driveway has been installed and residents should be able to use the driveway by this weekend.

4. NAHRO upcoming Conference Virtual October 7-9, 2021

Mr. D'Ascoli asked Board members to let him know if they are interested in attending this conference and he will get them registered.

5. MTW Program for Discussion

Mr. D'Ascoli shared at a recent conference there was a topic group on this program. He does not know how it works with the RAD program. It offers the participant the opportunity to go back to work but not have their monthly rent increased for one year.

6. RFP – Issued 9/1 Congregate Housing Meal Services  
Mr. D’Ascoli shared the contract with the food services at the Congregate has expired. He has had conversations with housing authorities that have congregates and they all agree to cost for this service has increased. He has issued an RFP and responses are due by 9/30/21.
7. RFP – Issue 9/1 Congregate Housing Security Guard Services  
Mr. D’Ascoli said he put out an RFP and responses must be in by 9/30/21.

VI. Chairman’s Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2021-14 MHA One Year Annual Plan  
Chairman Howroyd called for a motion to approve Resolution 2021-14 MHA One Year Annual Plan. Ms. O’Neill so moved; Mr. Rubin seconded. Motion passed 4-0
2. Resolution 2021-15 Section 8 HCVP Updated 2021 Admin Plan  
Chairman Howroyd called for a motion to approve Resolution 2021-15 Section 8 HCVP Updated 2021 Admin Plan.

Mr. D’ Ascoli explained some of the changes were made to inspections, COVID Annual Inspections being made via video. MHA gets a subscription to Nan McKay who updates Administrative Plans for Housing Authorities changes and we make changes based on the information that applies to us. Once approved the updated plan will be put on our website.

Chairman restated the proposal. Ms. O’Neill so moved; Mr. Becker seconded. Moton passed 4-0.

3. Resolution 2021-16 Federal Public Housing Updated 2021 ACOP  
Chairman Howroyd called for a motion to approve Resolution 2021-16 Federal Public Housing Updated 2021 ACOP. Ms. O’Neill sited the date on the memo is incorrect and needs to be changed to 10/1/2021. Ms. O’Neill moved to approve the motion as amended; Mr. Rubin seconded. Moton passed 4-0 as amended.
4. Resolution 2021-17 Proposed Annual Budget  
Chairman Howroyd called for a motion to approve Resolution 2021-17 Proposed Annual Budget. Mr. Counihan explained when making changes to the budget MHA takes an average of the last three years actual budget and makes an increase based on a percentage of that making room for inflation. The HUD funds for COVID has helped with expenses. Ms. O’Neill moved to accept Resolution 2021-17 Proposed Annual Budget. Mr. Rubin seconded. Motion passed 4-0.
5. Resolution 2021-18 Cost of Living Increase  
Chairman Howroyd called for a motion to approve Resolution 2021-18 Cost of Living Increase. The requested increase is 2.5%. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 4-0.

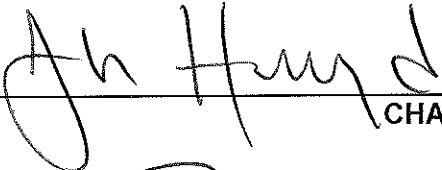
6. Resolution 2021-19 2022 SAFMR (Small Area Fair Market Rent)  
Chairman Howroyd called for a motion to approve Resolution 2021-19 2022 SAFMR (Small area fair market rents)  
Mr. D'Ascoli explained we received the updated SAFMR from HUD based on zip codes. MHA has two zip codes and the 040 will be increased to 110% and zip code 042 will increase to 100%. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0.
  7. Resolution 2021-20 Sole Member of the Manchester Housing Corporation  
Chairman Howroyd called for a motion to approve Resolution 2021-20 Sole Member of the Manchester Housing Corporation. In response to a question from the Board Mr. Rubin explained the Manchester Housing Corporation is a sole member of the non-profit and this needed to be clarified for our RAD application. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0.
  8. Resolution 2021- 21 Westhill Congregate Budget  
Chairman Howroyd called for a motion to approve Resolution 2021-21 Westhill Congregate Budget. Mr. Coughlin explained the year end for Congregate was June 30, 2021. It was after this date that we received notification of the changes in the cost of the Food Services and security services for the Congregate. MHA increased the services for the tenants \$100 per month. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.
  9. Resolution 2021-22 Write Offs  
Chairman Howroyd called for a motion to approve Resolution 2021-22 Write Offs. Mr. D'Ascoli explained these are funds that cannot be re-couped for evicted or deceased tenants. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.
  10. Resolution 2021-23 Procurement Policy Update  
Chairman Howroyd called for a motion to approve Resolution 2021-23 Procurement Policy Update. Mr. D'Ascoli explained this update is based on the update from HUD for the procurement guidelines. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.
  11. Resolution 2021-24 Federal Public Housing Flat Rent Schedule  
Chairman Howroyd called for a motion to approve Resolution 2021-24 Federal Public Housing Flat Rent Schedule. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.
  12. Resolution 2021-25 Revised Budget for Westhill Congregate  
Chairman Howroyd called for a motion to remove New Business item 12 as it is a duplicate of item number 8. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0
- IX. Items for Future Agenda  
Chairman Howroyd asked that any other items be forwarded to him or Mr. D'Ascoli.
- X. Executive Session – None

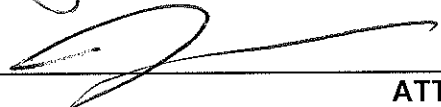
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XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0 and the meeting adjourned at 8:05 pm.

  
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CHAIRMAN 10/20/2021

  
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ATTEST: 10/20/21