

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

2022

May 26, 2022

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Lisa O'Neill
Eileen Remillard – Tenant Commissioner
Joseph D'Ascoli, Executive Director

Absent: Paul Rubin, Vice Chairman
Timothy Becker

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:31 pm.
- II. Special Guests
 1. Siemens – Lisa Schonnerman (Senior Account Executive) Regarding Carbon Credits
Mr. D'Ascoli requested this item be tabled until the June 15 meeting.
 2. Maletta and Company – Jason Geel FY2021 Audit
Mr. D'Ascoli informed the Board that the FY2021 stills needs to be finalized and requested this be tabled until the June 15, 2022 Board meeting.
- III. Adoption of Minutes April 20, 2022
Chairman Howroyd called for a motion to approve the minutes of the meeting of April 20, 2022. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 3-0.
- IV. Correspondence
Mr. D'Ascoli shared he received a letter from an Attorney representing a tenant who reportedly fell in the basement but never reported the accident to MHA. He will keep the Board informed of this litigation.
- V. Accounts Payable – April 2022 Payment Summary & Detail Report
Mr. D'Ascoli reported MHA is in great shape.
- VI. Executive Director's Report
 - A. Financial Statements – April 2022
Mr. Robert Counihan addressed the Board. AMP 1 budget is \$488k and MHA has spent \$557k reflecting a \$67k loss. This loss is due to unforeseen winter expenses. MHA should expect a YE loss for this budget item. AMP 2 is showing a \$672 loss after 7 months but should end the fiscal year closer to budget. The Congregate is showing a gain of \$118k and this is due to advance payments for May and June from the State. The COCC shows income of \$319k and expenses \$271k resulting in a gain of \$47k. The HCV program has an overall gain of \$75k on the Administrative side; the voucher side is shows a \$119k loss. MHA should continue to receive additional HAP funds from HUD which should decrease this loss and show a balanced budget for year end. Through the last 7 months the SERT program is showing an increase of \$70k.

When asked what some of these non-routine expenses were Mr. D'Ascoli explained MHA had to replace several boilers and sprinkler system needed repair. MHA also had an

inspection by the Manchester Fire Department and had to replace all smoke detectors and CO2 detectors. Installation of the CO2 detectors required the services of a licensed electrician, which added to the unforeseen expense.

B. Vacancy Reports – April 2022

Mr. D'Ascoli reported MHA is in good shape. We currently have 4 vacancies at Mayfair Gardens and 3 at Westhill Gardens. HUD has approved MHA taking the Westhill Garden unit off-line due to units needing extensive repairs.

Chairman Howroyd asked about one unit being converted to serve as a laundry room due to having to eliminate basement laundry rooms requested by the Fire Marshall. Mr. D'Ascoli shared MHA will be installing 2 more washers and 4 more dryers in the existing ground floor laundry room. There does not seem to be any push back from the residents due to the elimination of the basement laundry room.

C. General Information – Eversource Update to Ownership

Mr. D'Ascoli and Attorney Wrona have been working with Eversource attorneys to try to find documentation of who owns the transformers and utility poles at Westhill Gardens. Ms. Lisa Schoonerman, from Siemens is also doing her due diligence with the 11th hour paperwork related to the Siemens project that some of the paperwork may have been passed to them. He will report to the Board at the June meeting.

Mr. D'Ascoli updated the Board that 75% of the basements at Westhill Gardens have been cleared of resident's belongings. Property Managers Steve Itsu and Martha Bartrand have done an excellent job informing residents of this new fire regulation and the importance of removing their belongings. Basement doors will be locked and only available to our maintenance workers. Residents will have to contact the maintenance staff to access the basement to get the remainder of their belongings.

The Fire Marshall will return in June to check the status of the installation of the CO2 detectors and removal of resident's property from the basement.

VII. Chairman's Report – None

VIII. Old Business – None

IX. New Business – Resolution 2022-06 FY 2022 Income Limits

Mr. D'Ascoli explained that on a yearly basis HUD issues new income limits for both the Federal Housing and Section 8 programs. Chairman Howroyd called for a motion to approve Resolution 2022-06 FY 2022 Income Limits. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 3-0.

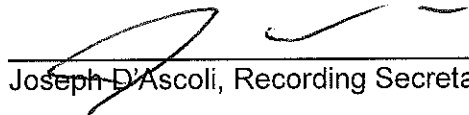
X. Items for Future Agenda

XI. Executive Session – None

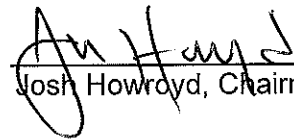
XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 3-0 to adjourn the meeting at 6:50 pm.

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:  6/15/2022

Josh Howroyd, Chairman