

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

2022

June 15, 2022

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Lisa O'Neill
Timothy Becker – Arrived late
Absent: Paul Rubin- Vice Chairman
Eileen Remillard – Tenant Commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:30 pm.

II. Special Guests

1. Siemens – Lisa Schonnerman (Senior Account Executive) Regarding Carbon Credits
This item has been tabled until the next board meeting.

2. Maletta and Company – Jason Geel FY2021 Audit

Mr. D'Ascoli introduced Jason Geel, Auditor from Maletta and Company. Mr. Geel reviewed the draft of the FY 2021 Audit and reported overall MHA is in good shape but does have two deficiencies. One on the Federal side and one on the HCV program.

Mr. Geel shared that MHA had substantial changes during FY2021. On the Financial side a change to the software accounting system and the spinoff of Spencer Village. The software accounting change provided some unresolved issues for the rental assistance program. Reporting of the grant money received for the Spencer Village project that was turned over to DeMarco Management rather than how the money was accounted for. The Spencer Village complex is now managed by DeMarco management and therefore required a change in the way finances are reported.

The audit 40 files from the HCV program resulted in small discrepancies. Due to COVID annual inspections were not performed. Therefore, it was required that landlords provide a copy of a self-certification form. Copies were missing. The other was discrepancies in the participants income that was reported.

III. Adoption of Minutes - May 26, 2022

Chairman Howroyd called for a motion to approve the minutes of May 26, 2022 meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 2-0 with one abstention.

IV. Correspondence - Insurance Claim – Resident from Westhill Gardens

Mr. D'Ascoli explained that a tenant at the Westhill Gardens complex has filed an insurance claim for a fall at this complex. A claims adjustor came to review the claim, inspect the basement where the incident occurred; and spoke with members of the maintenance staff and residents regarding this incident. Mr. D'Ascoli said he will keep the Board apprised of the progress on this case.

V. Accounts Payable – May 2022 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in great shape. Question was asked about the removal of basement storage for tenants due to fire regulations and elimination of basement laundry facilities. Mr. D'Ascoli explained a while back MHA converted one apartment unit to a ground level laundry facility. With the elimination of the basement laundry rooms and we have added 4 dryers and 2 washers to the ground floor laundry room.

VI. Executive Director's Report

A. Financial Statements – May 2022

Mr. D'Ascoli explained for 8 months AMP I shows income of \$559k and expenses of \$590k resulting in a \$31k loss. Income for AMP II is \$1.06m and expenses of \$1.07m reflects a \$5,500 loss. In eleven months, the Congregate is shows an operation gain of \$118k and a gain in the services budget of \$39k. COCC shows income of \$377k and expenses of \$323k reflecting a gain of \$54k. The HCV program shows an administrative gain of \$105k and a loss on the voucher side of \$75k. MHA should continue to receive HAP funds from HUD which should reduce that loss.

B. Vacancy Reports – May 2022

Mr. D'Ascoli reported we are in good shape.

C. General Information

1. PHADA – 2022 Legislative Conference September 11-13, 2022

Mr. D'Ascoli reminded board members of this upcoming conference and requested those interested in attending let him know so he can make reservations.

2. Any other Information - None

VII. Chairman's Report

Chairman Howroyd shared the last two public comment sessions scheduled did not have any tenants attending.

VIII. Old Business - None

IX. New Business – Resolution 2022-07 Updated Utility Allowance Schedule

Mr. D'Ascoli explained on a yearly basis MHA receives an updated utility allowance schedule to be used for the Federal and Section 8 participants. This changed takes effect on July 1st. Chairman Howroyd called for a motion to accept Resolution 2022-07 Updated Utility Allowance Schedule. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

X. Items for Future Agenda

Chairman Howroyd mentioned one agenda item for the next board meeting - Siemens presentation regarding Carbon Credits.

Mr. D'Ascoli requested the date for the next board meeting scheduled for July 20th be changed. After a brief discussion July 18th was suggested. He will send out an email to all board members.

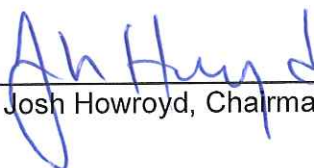
XI. Executive Session – None

XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0 at 8:02 pm.

Respectively Submitted,


Joseph D'Ascoli, Recording Secretary

Attest:  7/18/2022
Josh Howroyd, Chairman