

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

2022

September 15, 2022

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Lisa O'Neill – Arrived at 6:45 pm  
Timothy Becker – arrived at 6:37 pm  
Joseph D'Ascoli, Executive Director  
Paul Rubin, Vice Chairman  
Eileen Remillard – Tenant Commissioner

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:33 pm.
- II. Adoption of Minutes July 18, 2022
  1. Minutes of July 18, 2022  
Chairman Howroyd called for a motion to approve the minutes of the meeting of July 18, 2022. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 3-0 with two abstentions.
  2. Minutes of August 16, 2022, Special Board Meeting  
Chairman Howroyd called for a motion to approve the minutes of the Special meeting of August 16, 2022. Mr. Rubin so moved; Ms. Remillard seconded. Motion passed 3-0.
- III. Correspondence
  1. HUD Housing Discrimination Complaint – Closure  
Mr. D'Ascoli explained that a Section 8 participant filed a complaint stating MHA was being discriminatory. The participant qualified for a one-bedroom unit but wanted a two bedroom unit because she planned on becoming a foster parent. The participant had been given 120 days and a higher payment standard but had been unable to find a unit. HUD questioned MHA's policies and determined they were not accountable for doing anything wrong. MHA signed a voluntary compliance agreement and the Section 8 staff was required to watch a compliance video. Mr. Rubin asked what the participant's issue was. Mr. D'Ascoli explained the participant wanted a bigger unit because of plans to become a foster parent and a first-floor unit. Normally a participant gets 90 days to find a unit and they had been given an extension to 180 days. This participant was given a voucher.
  2. HUD Award of 5 New HCV Vouchers  
Mr. D'Ascoli reported that on August 29 we received notification from HUD that MHA was being given an additional 5 HCV vouchers. This brings our total to 509 vouchers. When asked Mr. D'Ascoli explained that an addition of one to five was given country wide to the Section 8 program.
- IV. Accounts Payable – July & August 2022 Payment Summary & Detail Report  
Mr. D'Ascoli reported MAH is in very good shape.
- V. Executive Director's Report
  - A. Financial Statements – August 2022  
Mr. D'Ascoli shared we are eleven months into the federal fiscal year and while we are holding steady. MHA did report some unforeseen expenses such as having to replace all

smoke detectors, all basements had to be leaned out and are no longer being used by tenants for storage. Overall, we look to be in good shape. Mr. D'Ascoli responded to a question saying MHA will not be able to report the exact loss until the end of the year. He also shared our fiscal year is from October 2021 to September 2022, but we are paid by HUD on a calendar year basis. Mr. D'Ascoli reported the Section 8 program does tend to go up and down due to payments from HUD sometimes falls short but they eventually catch up. Currently the HCV program has 509 vouchers with 499 leased up participants in the program.

B. Vacancy Reports – July & August 2022

Mr. D'Ascoli reviewed the list and shared two units in Mayfair Gardens are being worked on with one unit having to go off-line due. The two units on Lisa Drive are being leased up. We were able to evict the tenant in Unit 267 C and this unit is going off-line because the unit was totally destroyed. West Hill Garden unit 12 has extensive water damage. The tenant had not reported water leaking from the bathroom on the second floor and the ceiling collapsed.

C. General Information

1. Letter sent to Eight Utilities District

Mr. D'Ascoli wrote to the 8<sup>th</sup> Utilities District with regard to the extremely high-water bill because of the undiscovered leak. To date we have not received any response. Chairman Howroyd will check the agenda of the Town Board of Directors. If we do not receive any response, we will be checking with Attorney Wrona,

2. August NAHRO Advocacy Letters to Legislators (5-week period)

- a. Week 1 – Address Housing Scarcity
- b. Week 2 – Expand Access to Housing Vouchers
- c. Week 3 – Expand Access to Housing Choice Voucher Effectiveness
- d. Week 4 – Preserve Public Housing
- e. Week 5 – Pass Timely, Robust Annual Appropriations

Mr. D'Ascoli said he will be sending letters to our state legislators regarding the above five topics and send the Board copies of these letters.

3. Any other information

Mr. D'Ascoli explained the progress with the RAD application that we submitted 3 months ago. He spoke with Jennifer Gottlieb and asked where we stand. Ms. Gottlieb said she will be meeting with her team and once they review it, they will then submit it to the SAC team.

Mr. D'Ascoli said he spoke with Attorney Wrona regarding the power/utility lawsuit with Eversource. We have not heard anything in response to our inquiries about who actually owns the utility poles and transformers. Mr. D'Ascoli said he wants the approval from the Board before instructing Attorney Wrona to move toward litigation. Ms. O'Neill stated MHA needs to get this straightened out because we are unable to sell power back to Eversource because we do not have a utility pole to reach the grid.

Mr. Becker asked about the status of our Carbon Credits. Mr. D'Ascoli said he will keep on them to get us the credits going forward. He will follow up with Attorney Wrona about getting reimbursed for the past credits.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

1. Resolution 2022-09 Contract for Auditing Services

Mr. D'Ascoli send out a number of RFP's to accounting firms but has only received one response and that was from Maletta & Company, our existing accounting firm. Chairman Howroyd said with MHA converting to RAD he is happy to keep the same accounting firm as they are ware of the process and will provide MHA with consistency. Chairman Howroyd called for a motion to approve Resolution 2022-09 Contract for Auding Services. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

2. Resolution 2022-10 Contract for Hauling and Recycling

Mr. D'Ascoli asked the Board to table this item until the next meeting. He discovered the number of dumpsters on the RFP is incorrect. There should be 1-2 more dumpsters to this bid, and he wants to rebid the RFP to keep things honest. Chairman Howroyd called for a motion to table this item to the next Board meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

3. Resolution 2022-11 2023 SAFMR (Small Area Fair Market Rent)

Mr. D'Ascoli said since COVID landlords are jacking up their prices, charging \$200 per bedroom. He is requesting the Board approve SAFMR for cost center 06040 to 110% and 100% for cost center 06042. Going forward HUD will have to fund these amounts. Chairman Howroyd called for a motion to approve Resolution 2022-11 SAFMR. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

4. Resolution 2022-12 Federal Public Housing Flat Rent Schedule

Chairman Howroyd called for a motion to approve Resolution 2022-12 Federal Public Housing Flat Rent Schedule. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

5. Resolution 2022-13 Proposed Annual Budget

Mr. D'Ascoli explained the numbers for the budget are figured on a 3-year average with an additional percentage increase to that figure to cover cost of business changes. Mr. Becker asked about the Social Security increase expected for next year and when that is figured in for the participants. Mr. D'Ascoli explained that participants in federal program are on a fixed income so increases in their portion changes on their Annual Recertification date. In the Section 8 program participants are required to report any changes in their income s it happens. The Scattered sites program are also responsible for reporting any changes to their income as it occurs. Chairman Howroyd called for a motion to approve Resolution 2022-13 Proposed Annual Budget. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

6. Resolution 2022-14 Cost of Living Increase

Mr. D'Ascoli stated he and Mr. Counihan have discussed a payroll increase for employees. On an individual basis they reviewed the competitive market, and some employees will receive a bump up in their hourly rate in addition to the across-the-board 2% increase. In a response to a question from Mr. Becker Mr. D'Ascoli explained he has spoken with the healthcare benefit agency, and they will not have the increase amount in healthcare benefits until closer to January 1. After a brief discussion Chairman Howroyd called for a motion to approve Resolution 2022-14 Cost of Living Increase. Ms. O'Neill so moved to approve a 2.5% general cost of living increase; Mr. Becker seconded. Motion passed 5-0

7. Resolution 2022 -15 Write-Offs

Mr. D'Ascoli explained to the Board this amount of write off is due to uncollectable rents due to eviction or participants passing away. Any participant that has left a balance due their names will be submitted to the Federal Housing database. If they requested public housing with another agency the record of their unpaid balance to another agency will prevent them from being admitted to their program until the balance is paid. In response to a question, Mr. D'Ascoli explained the court case at the Congregate has finally been settled. A tenant moved out of the unit due to health issues but never cleaned out the unit and kept the keys. Due to courts being closed due to COVID MHA was unable to pursue any legal resolution. This situation has been remedied. Chairman Howroyd called for amotion to approve Resolution 2022-15 Write-Offs. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0.

IX. Items for Future Agenda - None

Chairman Howroyd reported two items for the agenda.

- Follow-up on Carbon Credits
- Resolution on ownership of Electrical Poles and Transformers

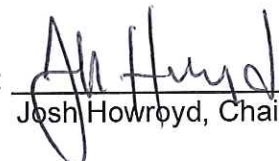
X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 at 7:44 pm.

Respectively Submitted,

  
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Joseph D'Ascoli, Recording Secretary

Attest:  10/19/2022  
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Josh Howroyd, Chairman