

March 15, 2023

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Lisa O'Neill
Timothy Becker
Eileen Remillard – Tenant Commissioner
Joseph D'Ascoli, Executive Director
Via Zoom Paul Rubin, Vice Chairman

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:31 pm.
- II. Adoption of Minutes February 16, 2023
Chairman Howroyd called for a motion to approve the minutes of the meeting of February 16, 2023. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 4-0-1 abstention.
- III. Correspondence – None
- IV. Accounts Payable – February 2023 - Payment Summary & Detail Report
Mr. D'Ascoli shared business as usual. Mr. Becker asked about the legal fees for the Congregate. Mr. D'Ascoli stated that a resident went into Rehab and did not pay rent, and therefore the tenant was evicted. Mr. D'Ascoli further explained that the MHA could not use Capital funds for some of these expenses and had to resort to using COCC funds. Also because of the RAD conversion MHA has to deplete the "rainy day" funds otherwise HUD could recapture these funds. He added that tenants have been evicted from some of the scattered sites and these units need extensive repair due to evicted tenants trashing the units before the sheriff's appearance. Mr. D'Ascoli stated MHA will not be able to recoup the funds for repairs. Should a tenant request state or federal housing funds they will not be allowed until they have reimbursed MHA for the damages rendered in the unit they occupied.
- V. Executive Report
 - A. Financial Statements – February 2023
Mr. D'Ascoli shared AMP1 shows a gain of \$85k; AMP2 a gain of \$73k; the Congregate shows a gain of \$5400; the COCC shows a loss of \$2,300, Section 8 shows a gain of \$95k and the voucher program a gain of \$20k. The CERP program reports a plus of \$4,100. Mr. Becker asked for an explanation for the \$2,300 loss in the COCC. Mr. D'Ascoli explained the loss is due to needed repairs on sidewalks due to having to dig for sewer line repairs, and several boilers needed to be replaced. Capital Funds could not be used for these repairs.
 - B. Vacancy Reports February 2023
Mr. D'Ascoli reported several scattered sites have been vacated due to evictions but require extensive repair due to tenant damage. The property managers are doing an excellent job working with scattered site tenants that are behind in the rent or seeing that they are turned over for eviction.

C. General Information

1. Manchester Police Explorers

Mr. D'Ascoli reminded the Board that MHA in the past has sponsored the Manchester Police Explorers. They have provided a Thanksgiving dinner to the residents of Westhill Gardens. Usually, our sponsorship is requested later in the year but they are asking if we can provide the sponsorship earlier in the year so they know what they have to work with. The Board agreed that Mr. D'Ascoli can make a \$500 donation to them.

2. Review of MHA Bylaws

Mr. D'Ascoli reported to the Board the need to update their Bylaws. The last update was several years ago. He reviewed the changes adding the ability to video conference Board meetings and clarifying the public comments stating no more than 2 members of the Board of Commissioners can attend the public hearings. He requests the Board review these changes and bring any comments or changes to the next Board meeting.

3. Any other information

Mr. D'Ascoli shared with the Board that Attorney Wrona has issued a Summons with the Eversource lawsuit.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

1. Resolution 2023-01 Procurement of Modernization Consulting and Grant Administration & Applications.

Mr. D'Ascoli reported he sent out an RFP looking for a Procurement of Modernization Consultant and Grant Administration & Applications. He received telephone from a consulting firm in New York asking for clarification. Only one application was received and that was from the John D'Amelia program, which is our current contractor for these services. He is requesting the Board to approve Resolution 2023-01 Procurement of Modernization Consulting and Grant Administration & Applications for a period of 5 years. He explained that the contract is on an "as needed basis" and MHA can cancel said contract with 30-days' notice. Chairman Howroyd called for a motion to approve Resolution 2023-01 Procurement of Modernization Consulting and Grant Administration & Applications. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

2. Resolution 2023-02 Proposed 2023 Congregate Base Rent and Tenant Services Increase.

Mr. D'Ascoli explained to the Board the rising costs at the Congregate for food and tenant services. He is asking for approval to raise the base rent to \$425 and the tenant services \$75 starting June 1, 2023. The fees and rent have not been raised in 7 years and a formal request must be submitted with CHFA and DOH. Chairman Howroyd called for a motion to approve Resolution 2023-2 Proposed 2023 Congregate Base Rent and Tenant Services Increase. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

IX. Items for Future Agenda

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

2023

Approval of By-law changes Any new information from Attorney Wrona regarding the law suit with Eversource and Nathan Bonder regarding the RAD application. Chairman Howroyd requested Board members to forward any other agenda items to him or Mr. D'Ascoli.

X. Executive Session – None

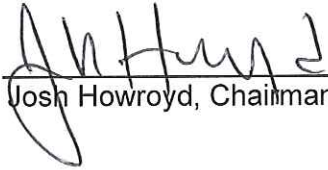
XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0 to adjourn at 7:10 pm.

Respectively Submitted,


Joseph D'Ascoli, Recording Secretary

Attest:


Josh Howroyd, Chairman

4/20/2023