

May 18, 2023

Westhill Garden Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:31 pm.

II. Adoption of Minutes April 20, 2023

Chairman Howroyd called for a motion to approve the minutes of the meeting of April 20, 2023. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

III. Special Guest - Jason Geel – Auditor – Maletta and Company

Mr. D'Ascoli introduced our Auditor Jason Geel of Maletta and Company. Jason Geel addressed the Board and summarized the Audit Report for FY 2023. Overall, MHA had no new findings since last year. There were a few audit adjustments in the Congregate program and that is due to different fiscal year ending date. HCV program had some calculation errors in participant income but was not necessary to report as an audit finding. Spencer Village program is not designed to retain cash, and this is a good deal for MHA and the investor. Spencer Village also has PBV program now and MHA will be getting un-restricted cash and the note is not accruing interest.

In a response to a question from Mr. Counihan, Mr. Geel reported this is one of the non-profit programs that MHA owns, and the money left over goes to non-profit account. Currently MHA has not been reporting DeMarco Management information on a monthly basis. He suggests this information be reported on a quarterly basis.

Mr. D'Ascoli mentioned at a recent CONN NAHRO meeting there were some backroom deals on the MERS Plan. New pension changes will affect some individuals by the change in percentage of input due to the program being under funded.

IV. Correspondence

1. Motion of Extension from Eversource

Mr. D'Ascoli explained Eversource has requested an extension to respond to our lawsuit. Attorney Wrona said that Eversource did not take the PURA allegations seriously.

2. Letter from HUD – RAD Amended CHAP Letter for Mayfair Gardens, Westhill Gardens & Annex

Mr. D'Ascoli reported the applications have been accepted by HUD. He and Nathan Bonder will be working on putting together a capital needs assessment outlining the renovation needs. If all goes well the Federal program should be under RAD by December 2024.

Chairman Howroyd shared he met with the Manchester Town Manager and stating MHA will be willing to go before the Town Board of Directors to review the projects MHA is working on.

- V. Accounts Payable – April 2023 - Payment Summary & Detail Report
Mr. D'Ascoli shared MHA is in very good shape.

VI. Executive Report

A. Financial Statements – April 2023

Mr. Counihan reported thus far MHA programs are below budget levels. The Congregate FY end date is June 30, 2023, and is in good shape.

B. Vacancy Reports Aril 2023

Mr. D 'Ascoli said MHA maintenance department and the property managers are doing an excellent job getting vacant units leased up. There have been several evictions of tenants in our scattered sites due to non-payment of rent. These units need to be renovated and in need of new appliances. Suggestion from Attorney Wrona is to go through the court system legally to serve notice to quit for non-payment of rent.

C. General Information

1. NERC NAHRO – Annual Conference June 25 – 28, 2023 Portland ME

Mr. D'Ascoli asked that any Board member interested in attending this conference to let him know so he can get them registered.

2. Retirement – Karen Smalls Property Manager Congregate

Mr. D'Ascoli shared he has received notice from Karen Smalls that she will be retiring on June 1 after working 24/5 years with MHA. He said he has been interviewing candidates to fill this position.

3. Resignation – Maintenance Employee

Mr. D'Ascoli said after working 3 months at MHA a maintenance employee has decided to quit. A replacement has been hired and will start working after Memorial Day.

4. Any Other information - None

VII. Chairman's Report - None

VIII. Old Business – None

IX. New Business

1. Resolution 2023-05 PH Updated 2023 (ACOP) Admission & Continued Occupancy Plan

Mr. D'Ascoli reported he has made changes to MHA's ACOP to align with the Federal regulations. Once the board approves this document he will submit to HUD and put on MHA's website. Chairman Howroyd called for a motion to approve Resolution 2023=05 PH Updated 2023 (COP) Admission & Continued Occupancy Plan. Ms. O'Neill so moved; Mr. Rubin seconded. Moton passed 5-0.

2. Resolution 2023-06 – S8 Updated 2023 (HCVP) Housing Choice Voucher Program Admin Plan
Mr. D'Ascoli explained he made changes to the pronouns written in this Admin Plan. Chairman Howroyd called for a motion to approve Resolution 2023-06 S8 Updated 2023 (HCVP) Housing Choice Voucher Program Admin Plan. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
 3. Resolution 2023-07 -PHA 1 Year Plan
Mr. D'Ascoli requested the Board approve this resolution. Once approved he will submit to HUD before July 18, 2023. Chairman Howroyd called for a motion to approve Resolution 2023-07 -PHA 1 Year Plan. Ms. O'Neill so moved; Mr. Rubin so moved. Motion passed 5-0.
 4. Resolution 2023-08 – Opening of Federal PH Wait list for 0 Bedroom Units
Chairman Howroyd called for a motion to approve Resolution 2023-08 – Opening of Federal PH Wait list for 0 Bedroom Units. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
 5. Resolution 2023-09 - Opening of Site Based PBV for Spencer Village
Chairman Howroyd called for a motion to approve Resolution 2023-09 – Opening of Site Based PBV for Spencer Village. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
 6. Resolution 2023-10 - Utility Allowance Schedule
Chairman Howroyd called for a motion to approve Resolution 2023-10 Utility Allowance Schedule. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda Resolution 2023-11 FY 2023 Income Limits. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
 7. Resolution 2023-11 FY 2023 Income Limits
Chairman Howroyd called for a motion to approve Resolutions -2023-11 FY 2023 Income Limits. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
 8. Commissioner Becker – Discussion regarding Policy on Settling Legal Claims
Mr. Becker shared the Town of Manchester is self-insured regarding legal claims and asked if MHA is. Mr. D'Ascoli explained he spoke with several other executive directors of housing authorities, and they stated they were insured by HAI. MHA can use their own attorney, but the premium cost is lower with HAI. In response to a question from Mr. Rubin Mr. D'Ascoli said he will check to see what the insurance policy states as the coverage and if MHA has any say in the amount paid out. He will also email board members the policy from HAI.
- X. Items for Future Agenda
Chairman Howroyd asked the Board to send any agenda items to Mr. D'Ascoli or him.

Chairman Howroyd requested a motion to go into executive session. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 5-0 at 7:50 pm.


- XI. Executive Session – To discuss Litigation Matter
Chairman Howroyd called for a motion to end Executive Session. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 at 7:58 pm. No votes taken
- XII. Adjournment
Chairman Howroyd called for a motion to adjourn the meeting Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 at 7:58 pm

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:



Josh Howroyd, Chairman