

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

2023

July 19, 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  
Timothy Becker

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:40 pm.
- II. Adoption of Minutes June 22, 2023  
Chairman Howroyd called for a motion to approve the minutes of the meeting of June 22, 2023. Ms. O'Neill so moved; Mr. Beker seconded. Motion passed 4-0 with one abstention.
- III. Special Guest
  1. Attorney Michael Wrona (Halloran & Sage) Update Re: Eversource  
Attorney Wrona shared with the Board the status of this item. He reported that Eversource had requested two extensions from the court, and they finally sent a reply. The explanation provided was not of much substance. Eversource did state that MHA has been receiving an ownership credit since 2017 which to them means MHA admits ownership of the lines and poles. MHA's next step is to do a discovery and then get them to a deposition. The court will then schedule a settlement conference. When asked by the Board how long this next phase would take Attorney Wrona said we will have 60 days to respond. We are probably looking at the first quarter of 2024.
  2. Nathan Bondar (LIHTC Development Group) RAD Update  
Mr. D'Ascoli introduced Mr. Bondar who then addressed the Board and reviewed the documentation for the scattered sites portion of the RAD application. He has been in contact with MHA's Attorney Wrona and the attorney has reviewed the documentation and tweaked a few of the items on the application. Once this is finalized MHA will be sending tenants 90-day notices informing them of the change in ownership and a new lease. We are hoping that we can close this portion by late October or early November. Once this is completed, we can move to Phase 2 converting 48 units. MHA needs to schedule another tenant meeting to give them a chance to ask questions and get clear as to how this change affects them. Mr. Bondar added MHA should do a needs assessment and 3<sup>rd</sup> party Radon Testing. In response to a question from Mr. Rubin, Mr. Bondar explained all the tenants will receive a new lease since the ownership will go from Public Housing to the Non-Profit organization. The new lease will explain to the tenants' new terms and provisions for this one-year lease.
- IV. Correspondence - Letter from the Town of Manchester – CDBG Denial on 2023 Application  
Mr. D'Ascoli explained to the Board that MHA has been denied their request for CDBG funds. MHA had requested CDBG funds for converting tubs to showers and due to delays completing the installations the grant paperwork was not fully closed. Therefore, the new request was denied. Mr. D'Ascoli shared he is working on a 2023/2024 Capital Plan which will include

replacing windows and doors and other energy-saving items. He will be sending out an RFP for these items. Chairman Howroyd asked Mr. D'Ascoli if the Non-Profit will be eligible to request CDBG Grants and he said yes.

V. Accounts Payable – June 2023 - Payment Summary & Detail Report

Mr. D'Ascoli shared MHA is in very good shape. Mr. Becker asked about the expense for flooring. Mr. D'Ascoli explained this expense was for 4 scattered sites that were in need of having floors refinished, new tile installed and carpeting.

VI. Executive Report

A. Financial Statements – June 2023

MHA is in good financial shape. AMP I has a gain of \$97k; AMP II a gain of \$13,173; Congregate shows a slight gain but the service budget a loss due to the expense of extra security due to the retirement of the property manager. The COCC has a gain of \$89k. The HCV is funded by HUD, but HUD has been up and down with their funding. There has been no increase in the HUD funding for several months. Mr. D'Ascoli said he will contact the field office and ask for our reserves.

B. Vacancy Reports June 2023

Mr. D'Ascoli shared maintenance has been doing an excellent job turning units over for new tenants.

C. General Information

1. Circle of Friends – Shannon has done an excellent job with keeping tenants up on the goings on with Circle of Friends brochure.

2. CONN NAHRO – Annual Conference

Mr. D'Ascoli asked Board member to let him know if they are interested in attending this conference so he can get them registered. He also informed the Board that with the HUD changes there will be training for Commissioners and Executive Directors and to let him know if they are interested in attending and he will get them registered.

3. Any Other information

Mr. D'Ascoli stated he is glad to report he has filled the two open positions. Replacement for Otilia Jones in the SERP program and replacement for Karen Smalls the property manager for the Congregate.

He also reported that SCAN Optics will be starting next week to convert paper files to electronic files. Section 8 department will be the first department to be converted, which will take 3 to 4 months to complete. Staff will be trained in this new system.

The office renovation project will begin next week and should be completed by Friday.

Mr. D'Ascoli reported a police incident at the Mayfair Gardens complex. Police were called and a weapon had to be discharged to handle the situation. There were no injuries.

Mr. D'Ascoli shared he attended a meeting with Town officials to discuss partnering with them to possibly develop 3 vacated town schools. Washington, Nathan Hale and Robertson. After discussing this Mr. D'Ascoli explained to them that he would need to know from the Town as to what they have in mind for development. There are several different programs that can be utilized for these properties. The Town has formed a sub-committee and he will keep the Board informed of future meetings and discussions.

VII. Chairman's Report - None

VIII. Old Business -

1. HAI Insurance

IX. New Business - None

X. Items for Future Agenda

1. HAI Insurance

XI. Executive Session - None

XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting at 7:50. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 pm.

Respectively Submitted,

  
\_\_\_\_\_  
Joseph D'Ascoli, Recording Secretary

Attest:  9/20/2023  
\_\_\_\_\_  
Josh Howroyd, Chairman