

October 18, 2023

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Paul Rubin, Vice Chairman – Arrived at 7:38 pm
Lisa O’Neill - Commissioner
Timothy Becker - Commissioner
Eileen Remillard – Tenant Commissioner

Joseph D’Ascoli, Executive Director

I. Meeting Called to Order

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

II. Adoption of Minutes September 20, 2023

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

III. Special Guest

1. Nathan Bondar (LIHTV Development Group) 1st Phase of RAD Section 18 Demo Dispo

Mr. D’Ascoli welcomed Nathan Bondar to the meeting. Mr. Bondar explained that our application with SAC has been approved and MHA has received the funding for RAD. The funding must be kept in a separate bank account which will assist us with keeping track of expenses. The next step is to submit the application for the project-based vouchers. We are hoping to close by December 1st. The second phase of RAD will be an environment report. This business will be under the non-profit Manchester Corp II as a single purpose entity. All accounting must be kept separate as it cannot co-mingle with Public Housing.

2. Attorney Michael Wrona (Halloran & Sage) – Update RE: Eversource and RAD

Mr. D’Ascoli introduced Mr. Bondar from the LIHTC Development Group. Atty. Wrona updated the Board on the lawsuit with Eversource. MHA was served a discovery notice and he is working on the response which is due by thanksgiving. He reported the courts are very backed up due to COVID and we probably won’t get a trial date until sometime next year. In response to a question from Mr. Rubin, Atty Wrona stated we will probably have a bench trial or summary judgement. In response to a question from Mr. Becker, Atty Wrona shared the utility poles are located on town right of way. He will keep the board apprised of the status of this suit.

IV. Correspondence - None

V. Accounts Payable – September 2023 - Payment Summary & Detail Report
Mr. D'Ascoli said MHA is in good shape. In response to a question from the Board, Mr. D'Ascoli said the high credit card bill covered the expenses for conferences, hotel and airline costs for Commissioners and MHA employees attending these events.

VI. Executive Report

A. Financial Statements – September 2023

Mr. D'Ascoli reviewed the financial reports and explained that these figures are not finalized. MHA is still awaiting final September invoices. Currently, AMP I is showing a gain of \$141k; AMP II a gain of \$163k; Congregate after three months into their FY shows a slight gain in administrative portion and services shows a slight loss. The COCC shows a gain of \$464k. HCV financial picture goes up and down due to the funding from HUD. SERP shows a gain of \$36k. Mr. D'Ascoli will be contacting Mike Petro from Nan McKay to perform a pre-audit so we will be prepared for our annual Audit.

B. Vacancy Reports September 2023

Mr. D'Ascoli explained MHA is showing a short fall of @ \$4k due to uncollected rents.

C. General Information

1. PHADA – 2024 Commissioners Conference January 8 – 10, 2024

Mr. D'Ascoli reminded the Board of this upcoming conference and asked that anyone interested in attending get back to him so he can get them registered to attend.

2. Circle of Friends – Fall Edition

Mr. D'Ascoli commended Shannon for the excellent job with this quarterly publication as well as assisting our residents with any issues they may have.

3. Any other Business

Karen Abraitis reported has contacted a place for the Annual Holiday gathering with a tentative date of Friday, December 1, 2023.

VII. Chairman's Report - None

VIII. Old Business – Review of Salary Matrix

Mr. D'Ascoli reported has not yet contacted Rick Leco regarding comparable salaries at other housing authorities. Chairman Howroyd call for a motion to table this item to the next board meeting. Ms. O'Neill so moved; Mr. Becker seconded Motion passed 4-0.

IX. New Business - None

X. Items for Future Agenda

Mr. Becker asked for an update on the progress of Scan Optics the company who is converting all paper files to digital. Chairman Howroyd asked the Board to send any other agenda items to Mr. D'Ascoli or him.

XI. Executive Session – None

XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0 at 7:21 pm.

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:  11/16/2023

Josh Howroyd, Chairman