

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

2023

November 16, 2023

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin, Vice Chairman  
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 6:32 pm.

II. Adoption of Minutes October 18, 2023

Chairman Howroyd called for a motion to approve the minutes of the meeting of October 18, 2023. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

III. Special Guest

1. Nathan Bondar (LIHTV Development Group) 1<sup>st</sup> Phase of RAD Section 18 Demo Dispo Mr. D'Ascoli welcomed Nathan Bondar to the meeting. Mr. Bondar had presented a slideshow regarding the Public Housing Conversion Strategy for the Manchester Housing Authority. During the presentation Mr. Bondar along with Mr. D'Ascoli had updated the Board regarding Phase 1 of the Section 18 Demo Dispo that there has been a delay to the fact that HUD Washington Office of General Counsel would like to review all documents of the sale of the property to the Non-Profit prior to ordering the 26 Tenant Protection Voucher. Mr. Bondar then followed up with Phase 2 Westhill Garden RAD Conversion for the 28 units and in which later there will be a Board vote regarding Resolution 2023-17 that needs to be completed. Lastly Mr. Bondar had explained Phase 3 Public Housing Close-Out with the remaining 243 Public Housing Units. The MHA could go either with (1) RAD-Section 18 Conversion 80% TPV/20% RAD or (2) Streamlined Voluntary Conversion 100% Vouchers in which an estimated net operating income difference is roughly \$320,000 in revenue. It is not a decision that the Board needs to make at this time, but we wanted to inform them on which way we may decide to go with.

Chairman Howroyd called for a motion to suspend the rules and to move item under IX. New Business number 1 Resolution 2023-17 RAD- PHASE 1 Radon, Asbestos, Operation and Management Plan. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 5-0

Mr. D'Ascoli had presented Resolution 2023-17 to the Board of Commissioners explaining that we had received four (4) proposal and would like to award the contract to Partners in the amount of \$13,750.00 Chairman Howroyd called for a motion to approve Resolution 2023-17

to award the contract to Partners Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0

IV. Correspondence – Close-Out Letter from HUD

Mr. D'Ascoli had stated that he has received notification from HUD that the MHA has submitted proper documentation to the CT HUD Field Office, which they have accepted and officially closed out our findings.

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

Mr. D'Ascoli had submitted to the BOC a copy of the Accounts Payable for the month of October 2023.

VI. Executive Report

A. Financial Statements – September FINAL 2023

Mr. D'Ascoli reviewed the financial reports and explained that these figures are the Final numbers for FYE 2023. AMP I is showing a gain of \$103k; AMP II a gain of \$130k; 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 \$449k. HCV financial picture goes up and down due to the funding from HUD. SERT shows a gain of \$16k.

Mr. D'Ascoli had explained that these figures are unaudited for the year-end statements. Overall looks like another good year. As we move forward with RAD some programs reporting will change.

B. Vacancy Reports October 2023

Mr. D'Ascoli explained that the MHA has 2 units that have been offered and 2 units still waiting to be accepted by applicants. Overall, MHA is in great shape.

C. General Information

1. Mr. D'Ascoli had given an update regarding the Scan-Optics conversion. As we started the 1<sup>st</sup> phase with the majority of the Section 8 Housing Choice Voucher Program, we are roughly 80% completed. Scan-Optics have been a pleasure working with along with some kinks but overall, the service has been tremendous. Once the Section 8 project is complete, the next step is to convert all our blueprints.
2. Mr. D'Ascoli had given to the Board a draft copy of the Public Comment Session for 2024 for their review and had mentioned if there are dates that they would like to change to please notify Mr. D'Ascoli so he can finalize the agenda for a Board Vote in December.
3. Mr. D'Ascoli had given to the Board a draft copy of the Board of Commissioners Board Meeting for 2024 for their review and had mentioned if there are dates that

they would like to change to please notify Mr. D'Ascoli so he can finalize the agenda for a Board Vote in December.

4. Mr. D'Ascoli had given to the Board a draft copy of the 2024 Observed Holidays for their review and had mentioned if there are dates that they would like to change to please notify Mr. D'Ascoli so he can finalize the agenda for a Board Vote in December.
5. Mr. D'Ascoli had given to the Board a copy of the updated BOC Term Limits.
6. Mr. D'Ascoli had reminded the BOC that next month we need to conduct the election of Officers.
7. Mr. D'Ascoli had reminded the BOC that next month we need to hold an election for Vice Chair (1 Year Term)
8. Mr. D'Ascoli had talked about the upcoming MHA Holiday that will take place on December 1, 2023.
9. Any other Business

VII. Chairman's Report –

Chairman Howroyd had stated that he had met with Housing Committee Chair Jeffrey Luxenberg in which he would like to meet with both Mr. D'Ascoli and himself.

VIII. Old Business – Review of Salary Matrix

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 5-0.

IX. New Business –

1. Resolution 2023-17 RAD – PHASE I Radon, Asbestos, Operation and Management Plan. Mr. D'Ascoli had explained that he had received 4 responses back and asked the Board to vote and award the Contract to Partner. Chairman Howroyd called a motion to approve Resolution 2023-17 RAD – PHASE I Radon, Asbestos, Operation and Management Plan. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
2. Resolution 2023-18 Section 8 Management Assessment Program (SEMAP). Mr. D'Ascoli had presented to the Board all information that pertains to the self-certification of the Section 8 SEMPA requirements for which it needs to be submitted to HUD by November 30, 2023. Chairman Howroyd called a motion to approve Resolution 2023-18 Section 8 Management Assessment Program (SEMAP). Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules and to add item under IX. New Business number 1 Resolution 2023-19 Waiver of Late Fee(s). Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0

3. Resolution 2023-19 Waiver of Late Fees to MHA Residents. Mr. D'Ascoli had presented the new statute that was passed by the CT General Assembly during this year session in which passed new laws that pertains to how to implement late fee charges. Mr. D'Ascoli had explained the burden and complexity of this and had asked the BOC to waive this statute to our residents. Chairman Howroyd called a motion to approve Resolution 2023-19 Waiver of Late Fees Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0

X. Items for Future Agenda


XI. Executive Session – None

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 8:11 pm.

Respectively Submitted,

  
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Joseph D'Ascoli, Recording Secretary

Attest:  12/19/2023  
Josh Howroyd, Chairman