

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

2023

December 19, 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 6:33 pm.
- II. Adoption of Minutes November 16, 2023
Chairman Howroyd called for a motion to approve the minutes of the meeting of November 16, 2023. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.
- III. Correspondence - None
- IV. Accounts Payable – November 2023 Payment Summary & Detail Report
Mr. D'Ascoli said MHA is in very good shape. In response to a question from Mr. Becker, Mr. D'Ascoli explained the expense was a combination of the roof replacement on the Maintenance Building and a porch that needed replacement at 37/39 Florence Street.
- V. Executive Report
 - A. Financial Statements – November 2023
Mr. Counihan reviewed the financial reports and said we are two months into the new fiscal year. AMP I shows a gain of \$65k; AMP II a gain of \$184k; after five months into the FY the Congregate shows a gain of \$40k in the operation budget and \$23K service. The COCC shows a gain of \$31k. HCV financial picture goes up and down due to the funding from HUD. SERT shows a loss.
 - B. Vacancy Reports November 2023
Mr. D'Ascoli shared the Maintenance staff and property managers are doing an excellent job getting units ready and leased up.

Mr. Becker asked about the transfer of residents from one unit to another and if the Board would be able to have that reflected on the monthly reports. Mr. D'Ascoli explained that any transfer of tenants from one unit to another must follow the guidelines of reasonable accommodation. He requests information from the tenant as to the reason for they want to move. For example, a request to move to a first floor unit due to physical need. He also noted that it would not be possible to provide the name on the monthly reports due to HIPPA. Mr. D'Ascoli will adjust the monthly report to show the number of unit transfers.
 - C. General Information
 1. 2024 Observed Holidays

Mr. D'Ascoli provided a list of the approved 2024 holidays that will be observed by the Housing Authority.

2. Update of Congregate Watch Expenses
Mr. D'Ascoli explained that on December 1, 2023, there was a problem with the Fire Alarm system at the Congregate. The alarm system crashed and required someone to be on continual watch until the alarm system was replaced. Staff from the maintenance worked 6 hours shifts at the Congregate after business hours until the alarm system was in working order. We do not have the final numbers for the cost of this coverage and price of the new alarm system. Mr. D'Ascoli commended the maintenance staff for stepping up to the plate. It took 5 days for the work to be completed. He will have the final numbers at the next Board meeting.
 3. 2024 NERC NAHRO Mid-Winter Conference February 4-7, 2024
Mr. D'Ascoli requested any Board member interested in attending this conference to let him know so he can submit their registration.
 4. Update to lawsuit pending with Eversource.
Mr. D'Ascoli stated he spoke with Attorney Wrona and he has received paperwork from Eversource and Eversource has not provided any proof that the utility poles and power lines are not owned by Eversource. Attorney Wrona will respond to Eversource by December 26. Mr. Rubin shared that he reviewed the documentation and finds that his item will be discussed in a proposed Executive Session. Eversource did not answer the questions asked. They just responded that they objected to the question.
 5. Update to RAD Section 18 Demo/Disposition
Mr. D'Ascoli reported that he has sent all the required RAD documentation to the attorneys at the HUD offices in Boston, Connecticut as well as Washington DC. MHA has to wait for their response to the documentation.
 6. Salary Matrix of MHA Employees
Mr. D'Ascoli shared what he had received from Rick Leco regarding the salary comparable studies with other housing authorities. Overall, the MHA is paying accordingly to other same size Housing Authorities. In some instances that there are staff below the study, Mr. D'Ascoli has asked to go into Executive Session to discuss his intention. Chairman Howroyd suggested the Board go into Executive Session to discuss this and the Executive Directors contract.
 7. Any Other Information
Mr. D'Ascoli shared with the Board that he has made an offer to fill the Maintenance Foreman position. The scheduled start date is January 8, 2024.
- VI. Chairman's Report
Chairman Howroyd shared that he and Eileen Remillard attended a Public Comment session at West Hill Gardens. One tenant shared her concern for tenant safety and follow up on reports of incidents at both Mayfair Gardens and West Hill Gardens. Mr. D'Ascoli reported cameras are installed around both properties but that there are blind spots and enough lighting to properly

identify the incident. Recently a car was vandalized and found to be up on blocks after tires and rims were stolen.

- VII. Old Business – Review of Salary Matrix
This item will be discussed in Executive Session.

VIII. New Business

1. Election of Vice Chair (1 year term)

Chairman Howroyd called for nomination of a candidate for the position of Vice Chair for a one-year term. Mr. Becker nominated Paul Rubin for the position of Vice Chairman. Chairman Howroyd called for any other nominations. None were received. Mr. Rubin accepted the nomination. Chairman Howroyd called for a motion to accept the nomination of Paul Rubin as Vice Chairman for a one-year term. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 5-0.

2. Resolution 2023-20 – MHA 2024 Board Meeting Dates

Chairman Howroyd called for a motion to approve Resolution 2023-20 MHA 2024 Board Meeting Dates. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

3. Resolution 2023-22 – MHA 2024 Public Comment Session

Chairman Howroyd called for a motion to approve Resolution 2023-22 MHA 2024 Public Comment Session. Ms. Remillard so moved; Mr. Rubin seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda Resolution 2023-23 Disposal of Computer Equipment. Ms. O'Neill so moved, Mr. Becker seconded. Motion passed 5-0.

4. Resolution 2023-23 – Disposal of Computer Equipment (New Item)

Mr. D'Ascoli explained to the Board the need to properly destroy old computer equipment that is currently stored in the basement. MHA will have a company remove the equipment, properly destroy the hard drives and recycle the old/out date equipment. MHA will receive a certificate stating the hard drive and all participant information has been properly destroyed. Chairman Howroyd called for a motion to approve Resolution 2023-23 Disposal of Computer Equipment. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

IX. Items for Future Agenda

Updated information from Attorney Wrona regarding the Eversource Case

Chairman Howroyd called for a motion to suspend the rules and enter into an Executive Session. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0.

X. Executive Session – Board entered into executive session at 7:40 pm.

Motion to exit Executive Session. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0 at 8:13 pm

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A motion was made to add an agenda item to Board Agenda regarding the Executive Director Contract. Mr. Becker so moved. Ms. O'Neill seconded. Motion passed 5-0.

To Authorize the Chairman to negotiate a new Executive Director Contract Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

XI. Adjournment

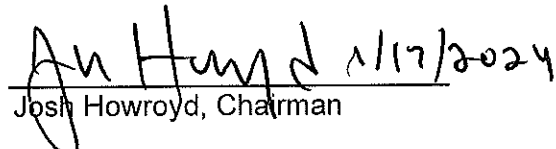
Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0. 8:15 pm

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:



Josh Howroyd, Chairman