

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

2024

March 20, 2024

Westhill Garden Community Room

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

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:39 pm.
- II. Adoption of Minutes
Chairman Howroyd called for a motion to approve the minutes of the February 21, 2024 meeting. Ms. O'Neill so moved: Ms. Remillard seconded. Motion passed 5-0.
- III. Correspondence – None
- IV. Accounts Payable - Payment Summary & Detail Report
Mr. D'Ascoli reported MHA is looking good.
- V. Executive Report
 - A. Financial Statements –
Mr. D'Ascoli shared MHA finances are looking good. AMP I shows a gain of \$75K; AMP II a gain of \$240k. The Congregate operations shows gain of \$18k and budget gain of \$43k and the COCC a loss of \$9k. Section 8 shows a gain in administrative of \$21k. The SERP program has a \$11k gain.

In responds to a question from Mr. Becker, Mr. D'Ascoli explained that MHA borrowed money from the COCC to cover the taking advantage of the availability of contractors to build the decks. Money will be repaid back from Capital Grant fund.

Mr. D'Ascoli also explained that Section 8 has 490 leased vouchers out of 509 available vouchers and 103% of funds spent. HUD scored MHA 98%.
 - B. Vacancy Reports
Mr. D'Ascoli explained unit 219C has been taken offline so that we can use this unit as a model to show residents what the replacement of windows and doors will look like.
 - C. General Information
 1. Manchester Police Explorers Post 77 – Donation
Mr. D'Ascoli requested permission from the Board to make a \$500 donation to this organization. For many years the Explorers have provided a delicious Thanksgiving dinner to the Westhill Garden residents.

2. Any Other Information – MERS

Mr. D'Ascoli reported to the Board the proposed increase for employee contributions to MERS beginning July 1, 2024. Employee contribution will be 5.25% and Employer contribution will be 16.68%.

Mr. D'Ascoli shared that on Friday HUD will be coming to do INSPIRE inspections on 10% of the Westhill Garden units.

VI. Chairman's Report- None

VII. Old Business - None

VIII. New Business

1. Resolution 2024-01 Award a 2-year Contract for Pest Control

Mr. D'Ascoli explained he sent out an RFP for pest control which handles extermination of bed bugs and insects. Currently A&A Pest control have been handling both of these services for MHA. We received two responses to our RFP; A&A Pest Control and Richland Pest Control. Richland's price for bed bugs was better and conversations with other housing authorities said that their service is very good at controlling bed bug infestations. Mr. D'Ascoli asked the board to approve 2-year contracts with both A&A Pest Control for general insect spraying and Richland Pest Control for bed bug maintenance.

Chairman Howroyd called for a motion to approve Resolution 2024-01 Award 2-year contract for Pest Control. Ms. O'Neill so moved: Mr. Rubin seconded. Motion passed 5-0.

2. Resolution 2024-02 Maintenance Fee Schedule

Mr. D'Ascoli told the Board it has been several years since there has been an increase to maintenance fees that residents must pay for replacement/repair of items beyond normal wear and tear. Chairman Howroyd called for a motion to approve Resolution 2024-02 Maintenance Fee Schedule. Ms. O'Neill so moved: Mr. Becker seconded. Motion passed 5-0.

3. Resolution 2024-03 Executive Director Contract

Chairman Howroyd called for a motion to approve Resolution 2024-03 Executive Director Contract. Ms. O'Neill so moved: Ms. Remillard seconded. Motion passed 5-0.

IX. Items for Future Agenda

Chairman Howroyd asked board members to submit any items to him or Mr. D'Ascoli.

X. Executive Session

Chairman Howroyd called for a motion to suspend the rules and go into Executive Session. Ms. O'Neill so moved: Ms. Remillard seconded. Motion passed 5-0 to move to Executive Session at 7:17 pm.

Chairman Howroyd called for a motion to exit Executive Session. Ms. O'Neill so moved: Mr. Becker seconded. Motion passed 5-0 at 7:30 pm. No votes were taken.

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XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 to adjourn at 7:41 pm.

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:  4/17/2024

Josh Howroyd, Chairman