

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

2024

May 16, 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 6:30 pm.

II. Adoption of Minutes

Chairman Howroyd called for a motion to approve the minutes of the meeting of April 17, 2024. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to approve the minutes of a special meeting of May 2, 2024. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

III. Special Guest

1. Resource Lighting & Energy – Nick Procko - CEO, Vince Costanzo - Business Development Manager and John Sigona – Energy Engineer. Also attending is Attorney Michael Wrona. Mr. D'Ascoli introduced members of Resource Lighting & Energy, a company that installs electric vehicle charging stations. Mr. Procko explained the process of installing charging stations and the cost of the installation is picked up by Eversource. The infrastructure is installed underground, and the stations are placed at specific locations around the MHA property at Westhill Gardens and the Congregate. A total of 69 stations are proposed. Resource Lightening & Energy will prepare an application, submit the application to Eversource and once it is approved the installation can begin. MHA would have to request a new electrical service from Eversource. In response to a question from Mr. Becker Mr. Procko explained the program was to be paid for by the Rate Payors and PURA. PURA backed out of the program. In response to questions from Mr. Rubin, Mr. Procko explained his company specializing in engineering and design began in 2009 with 4 partners and they have grown to 25 employees. The company has worked with several housing authorities in Connecticut. Ms. O'Neill voiced concerns about the appearance of the stations and if they would be affected by snow and grass removal. Mr. Procko said MHA will be provided with a map of the proposed station locations. Stations can be installed anywhere MHA requests.

2. Atty Michael Wrona

Mr. D'Ascoli stated he had concerns about the installation of charging stations at MHA properties. He spoke with the insurance provider HAI about the liability of charging stations. HAI at this time has no insurance policies for this kind of service. Mr. D'Ascoli is concerned about the possibility of opening these charging stations to the public not just residents of MHA at Westhill Gardens and the Congregate. Mr. Rubin commented that currently there are only two electric vehicles between these two properties and perhaps we are 10-15 years ahead of ourselves. Atty. Wrona commented that if MHA allows public use of these

charging stations and there are no insurance policies covering this kind of service it could open MHA to various liabilities.

Atty Wrona updated the board on the Eversource litigation case regarding ownership of transformers and utility poles. Currently scheduled is the Deposition with Eversource in a few weeks. The trial date has been set for March 18, 2025. The Arbitration case is on the calendar for September 13, 2024. If MHA is not happy with the results of the arbitration, we can go to trial.

IV. Correspondence - None

V. Accounts Payable - Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in excellent shape. Mr. Becker asked about \$48k taken from the COCC. Mr. D'Ascoli explained this amount was from the Spencer Village account that we closed, and it was transferred back to DeMarco as part of their budget.

Mr. D'Ascoli updated the board with the status of going paperless. Section 8 department has all been completed. The next phase will be all the copies of blueprints will be digitalized. We will hold back on Public Housing until the RAD conversion has been completed.

VI. Executive Report

A. Financial Statements –

Mr. Robert Counihan shared his report with the Board. With MHA's conversion to RAD we have made some reporting changes to clarify the finances. As part of the RAD conversion MHA is checking the reporting of maintenance fees for repairs of units. Financially the Congregate is doing well. The COCC shows a loss of \$48k that was transferred to DeMarco. There is a \$19k deposit to the COCC from the Hillstown Account that we closed. This amount was for management fees for the Hillstown property.

In response to a question from Mr. Becker, Mr. D'Ascoli reported he spoke with Jason regarding the audit and Jason will be at the June board meeting with a draft of the audit. Our audit must be submitted by June 30, 2024.

B. Vacancy Reports

Mr. D'Ascoli reported MHA is in very good shape. We have collected 96% of rentals due and are 97% occupied.

C. General Information

Mr. D'Ascoli reported Ahova will begin renovations on windows, doors and siding starting in July to be completed in September. We have been awarded \$899,700 in capital funds. Mr. D'Ascoli said he will meet with John D'Amelia to discuss our one-year and five-year plan. MHA is planning on replacing the furnaces on Lisa Drive and the repair of the retaining wall.

VII. Chairman's Report

Chairman Howroyd shared at the last Resident Advisory Committee meeting a resident asked if there were plans to renovate the bus stop gazebo on the property at Westhill gardens. It was constructed Manchester JC's. The painted areas are peeling, and the masonry needs to be repointed. There is a question as to whether the paint is lead based. MHA maintenance does not have the wherewithal to check for lead or to do repointing of masonry. After a brief discussion Mr. D'Ascoli will check with maintenance about the repairs for this gazebo.

In response to a question from the Board Chairman Howroyd share the Executive Directors contract has been signed and compensation resolved.

VIII. Old Business – None

IX. New Business – None

1. Resolution 2024-08 – Award a 2-year contract for Flooring.

Mr. D'Ascoli shared that he submitted an RFP for carpeting and vinyl. He received 2 responses. Two of the companies that responded are very close in bid amounts. One of them is with our current provider. The other is a company we use for cabinets. Since he has a relationship with one of the vendors, he requested Steve and Anthony to make the decision. In response to a question Mr. D'Ascoli explained that any vendor can respond to a portion of the RFP i.e., cabinet bid separate from vinyl and carpeting bid. MHA did that with Insect companies. One got the bug control and the other got the bed bug bid. Chairman Howroyd called for a motion to approve Resolution 2024-08 Award a 2-year contract for Flooring to Carpet Works. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 5-0.

2. Resolution 2024-09 – Enter into an agreement to install EV Stations

Chairman Howroyd called for a motion to approve Resolution 2024-09. After a brief discussion a motion was made by Mr. Becker to table this item. Mr. Rubin seconded. Motion passed 5-0.

X. Items for Future Agenda

Mr. Becker asked Mr. D'Ascoli to check with the Maintenance Department about these repairs.

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 to adjourn at 8:00 pm.

Respectively Submitted,


Joseph D'Ascoli, Recording Secretary

Attest:



Josh Howroyd, Chairman

by Paul Rubin
Vice-Chairman