

September 18, 2024

Westhill Garden Community Room

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

Absent Paul Rubin, Vice Chairman

- 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 July 17, 2024. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 4-0.
- III. Correspondence – HUD NSPIRE Inspection Scoring
Mr. D'Ascoli reported he received a report that our Inspire Inspection for Westhill Gardens was completed, and we received a rating of 91%. MHA is now in High Performance Status. Inspection of Mayfair Gardens was scheduled to be done in October, but we are going to have some major work done it would affect our Inspire Inspection rating. The HUD field office was contacted, and MHA requested a postponement for this inspection. HUD has approved our request, and our inspection has been moved until next spring. In response to a question from Mr. Becker, Mr. D'Ascoli explained that Inspire Inspections are different than REAC inspections, so MHA is not faced with 24-hour fixes.
- IV. Accounts Payable – July and August 2024
Mr. D'Ascoli shared financially we are in very good shape. In response to a question from Mr. Becker, Mr. D'Ascoli explained that the \$7,500 payment to the auditors is the final payment for the 2023 audit.
- V. Executive Report- Payment Summary & Detail Report
 - A. Financial Statements – July and August 2024
Mr. Robert Counihan reported we are approaching the fiscal year end. Some of the units were converted to RAD so this line item only shows a portion of the year. HUD has increased our subsidy. Section 8 is only funded 90% of our needs. HAP will show a loss for the year. RAD is not receiving the funding we are supposed to get, and we have spent more than we have. By year end we should be in good shape. In a question from Chairman Howroyd, Mr. D'Ascoli explained this is like our Project Based Voucher program and we should bet \$32k for this program. HUD is in shortfall for Section 8 program. MHA has a healthy reserve to cover the shortfall, and the Section 8 staff will be leasing up to our 509 voucher totals. Chairman Howroyd commented that as we convert more of the public housing units to RAD, we will be looking to invest our reserves.

B. Vacancy Reports

Mr. D'Ascoli reported MHA is in excellent shape. Mayfair Gardens will be undergoing major renovations with replacement of windows, doors and sliding doors.

C. General Information

1. August NAHRO Advocacy Letters to Legislators (5-week period)

Week 1 (July 29 – Aug 2) Fully Fund HUD Programs in FY 2025

Week 2 (Aug 5 – 9) Fully Fund & Improve Housing Voucher Effectiveness

Week 3 (Aug 12 – 16) Support and Preserve Public Housing

Week 4 (Aug 19 – 23) Invest in Community Development & Housing Supply

Week 5 (Aug 26 – 30) Address Increases in Homelessness

Bonus (Sept 2 – 6) Expand Housing Tax Credits

Mr. D'Ascoli explained that letters have been written and sent to Messrs. Larson, Murphy and Blumenthal with respect to the above items

2. Any Other Information

Mr. D'Ascoli reported to the board a tenant who has not paid rent. This tenant has received financial assistance from United CT on two separate occasions and from the Town of Manchester. The tenant's income has not changed but has continued not to pay their rent. To date this tenant owes MHA \$5,000 and has again requested financial assistance. MHA has been asked to sign documentation for new financial support and this tenant has already received \$20k in aid/assistance. Mr. D'Ascoli has had several conversations with Attorney Wrona regarding this situation and is requesting permission from the Board to have our attorney start eviction proceedings. The financial assistance/aide this tenant has received is abusing the benefits and hurting someone else from getting on the list for assistance. MHA is not discriminating against this tenant.

VI. Chairman's Report - None

VII. Old Business – None

VIII. New Business

1. Resolution 2024-12 – SAFMR (Small Area Fair Market Rent)

HUD has issued new payment standards. These changes will only affect new lease ups whereby the tenants will pay no more than 40% of gross rents. Chairman Howroyd called for a motion to approve Resolution 2024-12 SAFMR (Small Area Fair Market Rent). Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.

2. Resolution 2024-13 Federal Public Housing Flat Rent

Chairman Howroyd called for a motion to approve Resolution 2024-13 Federal Public Housing Flat Rent. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.

3. Resolution 2024-14 Proposed Annual Operating Budget Oct 1, 2024 – Sept 30, 2025
In response to a question from Mr. Becker, Mr. Counihan explained that due to the RAD we have to use a different way to calculate the expenses rather than using the three-year averages. MHA will be taking money from our reserves to make strategic improvements. The \$163k loss is from reserves. HUD could take back reserves because of converting to RAD. We have had a substantial turnover in the Maintenance Department staff and is reflected by the change in salary. Chairman Howroyd called for a motion to approve Resolution 2024-14 Proposed Annual Operating Budget Oct 1, 2024 – Sept 30, 2025. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.
4. Resolution 2024-15 Cost of Living Increase
Mr. D'Ascoli explained that with the increase in MERS employee contributions and changes in paid leave he is requesting the board approve a 5% increase for employees. The staff at the Congregate and Maintenance Departments work a 40-hour week. All other employees work 35 hours week. Chairman Howroyd called for a motion to approve Resolution 2024-15 Cost of Living Increase. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.
5. Resolution 2024-16 Write Offs
Mr. D'Ascoli explained write-offs are due to unpaid rents from tenants that moved out or passed away. The tenants that moved will not be able to get any federal assistance until the money owed are paid back. Chairman Howroyd called for a motion to approve Resolution 2024-16 Write-Offs. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.
6. Resolution 2024-17 Opening of Federal PH Wait List for one- and two-bedroom units.
Chairman Howroyd called for a motion to approve Resolution 2024-17 Opening of Federal PH Wait list for one- and two-bedroom units. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.
7. Resolution 2024-18 Opening of State Congregate Housing List
Chairman Howroyd called for a motion to approve Resolution 2024-18 Opening of State Congregate Housing list. Ms. O'Neill so move. Ms. Remillard seconded. Motion passed 4-0.
8. Resolution 2024-19 Hot Water & Domestic Water Heater Replacement (Lisa Drive)
Mr. D'Ascoli reported that he sent out an RFP to replace the Hot Water and Water Heaters for the 16 Units on Lisa Drive. The company, Boisvert submitted a \$158k proposal. Chairman Howroyd requested a motion to approve Resolution 2024-19 Hot Water & Domestic Water Heater Replacement (Lisa Drive). Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.
9. Resolution 2024-20 Personnel Policy
Mr. D'Ascoli shared changes have been made to MMH Personnel Policy to comply with the new CT State Law. Chairman Howroyd called for a motion to approve Resolution 204-20 Personnel Policy. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.

Chairman Howroyd called for a motion to add to the agenda Resolution 2024-21 Disposition of Surplus Property. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.

10. Resolution 2024-21 Disposition of Surplus Property

Mr. D'Ascoli explained that MHA has equipment that is no longer being used by MHA. He is asking the Board to approve the disposition of this equipment. Chairman Howroyd called for a motion to approve Resolution 2024-21 Disposition of Surplus Property. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.

IX. Items for Future Agenda

Mr. Becker asked to have an update on the lawsuit against Eversource at the next meeting.

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0 at 7:49 pm.

Respectively Submitted,



Joseph D'Ascoli, Recording Secretary

Attest:  11/21/2024

Josh Howroyd, Chairman