

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

2019

Wednesday, January 16, 2019

Mayfair Gardens Community Room

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

Absent: Judith Taylor – Tenant Commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:35 pm.

II. Adoption of Minutes – Meeting of December 19, 2018

Chairman Howroyd called for a motion to approve the minutes of November 20, 2018. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0-1 with one abstention.

III. Correspondence - None

IV. Accounts Payable – December 2018

No comments from the Board.

V. Executive Director's Report

A. Financial Statements – December, 2018

Mr. D'Ascoli reported we have the auditors here and they are pleased with what they have seen up to this point.

Mr. Becker asked about the Section 8 funding and Mr. D'Ascoli explained that HUD underfunds this program and then catches up several months later. Mr. Rubin asked about the Congregate finances. Mr. D'Ascoli shared with the renovations are going as planned and we are not being penalized by the State for the units being unrented.

B. Vacancy Report – December 2018

Mr. D'Ascoli reported MHA is doing very well keeping units rented. Currently we have 6 units vacant; 3 are just waiting for tenants to be leased and the other 3 have been offered to other tenants and we are waiting their response.

Mr. D'Ascoli noted the project at Pascal Lane was approved but there is no bond approval with the government shutdown. He will keep the Board apprised.

C. General Information

1. Modernization Report

Mr. D'Ascoli wanted to update the Board on the projects that are in the works. Currently no Capital improvements are being done now. We will be installing security doors on the two-story units at West Hill Gardens.

2. Circle of Friends

Mr. D'Ascoli commented that MaryAnn Murray does a great job with this quarterly publication.

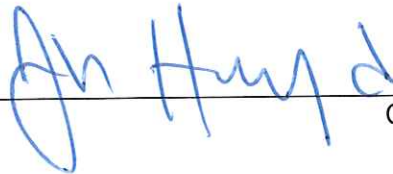
3. Update to RAD Application
Mr. D'Ascoli shared with the Government shutdown our application acceptance has been delayed. He has been speaking with Nathan Bondar and have agreed to do a Capital needs assessment which will give us an idea where we stand and better informed with things that need repairs. Mr. D'Ascoli is keeping up with the monthly meetings with tenants keeping them updated. A question was asked how much a Capital needs assessment would cost. Mr. D'Ascoli estimated \$25 - \$35 k and this would be paid for out of the COCC fund.
 4. Update to Revitalization of Congregate Housing
Mr. D'Ascoli updated the Board on the progress of the Congregate project. To date 11 of the 37 units have been updated. One issue arose with the Congregate sprinkler system. The existing system was inadvertently removed and the Fire Marshall had to come out. A smoke sensor had to be installed and 24/7 fire watch is in place until the new sprinkler system is installed, approved and running. The cost of this is with the contractor.
 5. Letter(s) Executive Director would like to send to our Representatives pertaining to Government Shut-Down
Mr. D'Ascoli shared with the Board sample letters he would like to send to our local representatives regarding the shutdown concerns. The Board agreed and he will get the letters out.
- VI. Chairman's Report
Chairman Howroyd shared at the last tenant public comment session that most were pleased with the current projects and the way they are being kept in the loop.
- VII. Old Business - None
- VIII. New Business - None
- IX. Items for Future Agenda
Chairman Howroyd requested the Board get any items for the agenda to him or Mr. D'Ascoli.
- X. Executive Session – Negotiation of Executive Director Contract
Chairman Howroyd called for a motion to go into executive session. Ms. O'Neill so moved, Mr. Becker seconded. Motion passed 4-0 at 7:27 pm.
- Chairman Howroyd called for a motion to end the Executive Session. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0 at 7:41 pm.

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XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Mr. Rubin so moved; Mr. Becker seconded.
Motion passed 4-0 at 7:41 pm.



CHAIRMAN

2/20/2019



ATTEST:

2/20/19