

September 20, 2023

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin, Vice Chairman – Arrived at 7:38 pm  
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 July 19, 2023

Chairman Howroyd called for a motion to approve the minutes of the meeting of July 19, 2023. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 4-0

III. Special Guest – Nathan Bondar (LIHTV Development Group) 1<sup>st</sup> Phase of RAD Section 18 Demo Dispo  
Mr. D’Ascoli introduced Mr. Bondar from the LIHTC Development Group. Mr. Bondar explained MHA has begun Phase 1 of the RAD program. Things are moving along with the conversion disposition of the 26 scattered sites. The 90-day notices have been sent to tenants and the lawyers are working on the documentation and we should be able to close before year end. The next step will be to go through with staff the conversion of these properties to Section 8 by year end. The RAD program requires that MHA has less than 250 units in the RAD program so we will be able to utilize Fair Market Rents. We are looking for quotes to handle our Needs Assessment and thus far we have received responses from 2 companies and are hoping for one more. MHA is looking forward to having this information by the end of first quarter or early 2<sup>nd</sup> quarter 2024. In response to a question from Mr. Becker, Mr. Bondar said that the Town of Manchester has agreed to work with MHA on the Pilot agreement. Mr. D’Ascoli shared he met with the Town General Manager, and they agreed to extend the existing agreement. Since there are no changes, except for the name change, they do not have to have Town Board of Directors approval.

IV. Correspondence

1. Letter from HUD – Audit – Close Out Letter for FYE October 1, 2021 – September 30, 2022

Mr. D’Ascoli reported MHA received a letter from HUD regarding the Audit. There were no findings and MHA is in good shape.

2. Department of Housing – Certificated of Approved Program Cost and Federal Funding for Spencer Village Project

Mr. D’Ascoli reported the Spencer Village project is completed and all expenses for this project have been accounted for and the cost of this project has been approved.

- V. Accounts Payable – July and August 2023 - Payment Summary & Detail Report  
Mr. D’Ascoli said MHA is in good shape. In response to a question from Mr. Becker the 8<sup>th</sup> utility bill was for multiple scattered sites. Only one address was able to be input into the system.

VI. Executive Report

A. Financial Statements – August 2023

Mr. Counihan explained to the Board this is an estimated report for the fiscal year end. There was very slow receipt of bills in August. AMP I and II currently show a gain of \$100k but YE should show a slight decrease. The Congregate we were able to stay within budget. THE COCC shows a gain of \$397k. The HCV Section 8 shows a gain in Admin fees of \$82k but the HAP shows a \$282 loss due to HUD shortfall. Mr. D’Ascoli recapped the recent meeting in Washington that HUD wants Housing Authorities (HA’s) to spend their reserves. They don’t want HA’s carrying a surplus. Usually, HUD catches up with their shortfalls, but should the government have a shut-down starting October 1 this will affect payments from HUD. We will keep a close eye on this shut down development.

B. Vacancy Reports July & August 2023

Mr. D’Ascoli said MHA only has one unit not rented. 95% of Rents have been collected. MHA property managers have been proactive in following up with tenants that have not paid their rent for a given month.

C. General Information

1. August NAHRO Advocacy Letters to Legislator (5-week period)
  - a. Week 1 - Increase the Nations Affordable Housing Supply
  - b. Week 2 – Provide Full Funding for Public Housing
  - c. Week 3 – Address Homelessness
  - d. Week 4 – Increase Housing Voucher Utilization with additional PHA Flexibilities
  - e. Week 5 – Speak up for Housing and Community Development Spending in FY 24

Mr. D’Ascoli shared with the Board copies of letters sent to state legislators the NAHRO advocacy letters over the last month.

2. 1<sup>st</sup> Phase of RAD – Section 18 Demo - Dispo – See above Agenda item III.
3. NAHRO Annual Conference – October 5 – 8, 2023 New Orleans  
Mr. D’Ascoli requested if any Board member interested in attending to let him know so he can get them registered.
4. RFP – Snow Removal Issued  
Mr. D’Ascoli said he sent out an RFP notice for snow removal for the sidewalks at the scattered sites and at the Mayfair Gardens property. He is hoping to get responses from vendors and if not, then MHA Maintenance staff will be responsible for this task.
5. Any Other information  
Mr. D’Ascoli shared he has hired a new Maintenance Foreman who will start on October 10. MHA has received a plaque from CONN NAHRO for \$500 sponsorship donation.

VII. Chairman's Report - None

VIII. Old Business – First Time Home Buyers Program

Mr. D'Ascoli reported that MHA would have to hire additional staff to run this program. In addition, MHA would have to offer the FSS (Family Self-Sufficiency) program to run in conjunction with the First Time Home Buyers.

Chairman Howroyd reported that Mr. Paul Rubin joined the meeting at 7:38 pm.

IX. New Business

1. Resolution 2023-12 - FY 2023-2024 SAFMR (Small Area Fair Market Rent)

Mr. D'Ascoli reported on a yearly basis HUD does a study of the SAFMR. Manchester has two small areas based on the zip codes 06040 and 06042. Chairman Howroyd called for a motion to approve Resolution 2023-12 FY 2023-2024 SAFMR. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0.

2. Resolution 2023-13 - Federal Public Housing Flat Rent Schedule

Chairman Howroyd called for a motion to approve Resolution 2023-13 Federal Public Housing Flat Rent Schedule. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0.

3. Resolution 2023-14 - Proposed Annual Budget for FY 2024

Mr. Counihan shared MHA will have to change these figures in January due to the RAD conversion. Chairman Howroyd called for a motion to approve Resolution 2023-14 Proposed Annual Budget for FY 2024. Mr. Becker asked that the budget report also show the previous year's budget figures so the Board can compare the budget from year to year. Chairman Howroyd called for a vote. Motion passed 5-0.

4. Resolution 2023-15 – Cost of Living Increase

Mr. D'Ascoli reported he and Mr. Counihan are suggesting a 2.5% increase for employees. They are also looking at possible base rate increases for some employees. After a brief discussion Chairman Howroyd called for a motion to approve Resolution 2023-15 Cost of Living Increase. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.

5. Resolution 2023-16 – Write-Offs

Mr. D'Ascoli reported at the end of the FY there are several individuals that owe back rent, but they are no longer in the housing program. The Federal program amount is \$25,459.16 owed by 16 individuals. Chairman Howard called for a motion to approve Resolution 2023-16 Write-Offs. Ms. O'Neill so moved; Mr. Remillard seconded. Motion passed 5-0.

X. Items for Future Agenda

Chairman Howroyd asked the Board to send any agenda items to Mr. D'Ascoli or him.

XI. Executive Session – None

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

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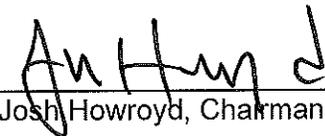
2023

XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Ms. Remillard seconded. Motion passed 5-0 at 8:06 pm.

Respectively Submitted,

  
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Joseph D'Ascoli, Recording Secretary

Attest:  10/18/2023  
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Josh Howroyd, Chairman