

November 12, 2014

Mayfair Garden

Attending: Chairman Josh Howroyd
Robert Shanbaum
Paul Rubin
Joseph D'Ascoli, Executive Director

Absent Carol Shanley

I. Meeting Called to Order

Chairman Howroyd opened the meeting at 6:35 pm. and introduced the members. He welcomed residents of Mayfair Garden

II. Public Comment – These minutes are intended to be an overview of the comments made and are not necessarily verbatim.

Ms. Joan Chamberland Unit 231 D North Main Street addressed the Board. Ms. Chamberlain said a great job was done fixing the sidewalks. They are not a tripping hazard anymore. Mr. D'Ascoli shared that Precision Cutting was awarded the contract and they have shaved all the raised sections of the sidewalk. There are two spots that the maintenance department will be taking care of and they are near the parking lot. There is also a crack in the sidewalk that they will be repairing as well. These are temporary fixes and we hope to be able to do something on a more permanent basis in the spring time or early summer. REAC will be doing an inspection of the grounds on January 16, 2015 and the maintenance department will be making temporary repairs to cracks in the sidewalk. Chairman Howroyd added the winter season raises havoc with our sidewalks so there might be a few more cracks in the concrete by springtime. He asked Mr. D'Ascoli if a bituminous black top down if it is a severe hazard. Mr. D'Ascoli explained that the maintenance supervisor Tim Burke has made him aware of the situation and he will look at it and see what can do in the interim.

Ms. Jackie Guice 291 A North Main Street addressed the Board. Ms. Guice asked if new heating and air conditioning units are being discussed. Mr. D'Ascoli explained that this is part of our capital improvement and each section will cover 4 to 6 units. They will be installed in phases. We are trying to replace the old equipment with energy efficient ones. Chairman Howroyd added that when we have a definitive plan we will share it with the residents. If we are going to be phasing it in what the time table will be and the kind of units it will be. The more modern energy devices are more efficient. We want to be sure residents are comfortable during the heating and cooling seasons. Mr. D'Ascoli further explained that MHA has applied for grant money and the kind of heating/cooling units will depend on the grant money. This past week CL&P came out and replaced resident's light bulbs with more energy efficient ones.

Mr. Gary Covey resident addressed the board. He asked if we will have central air conditioning. Mr. D'Ascoli said it will not be central air. Chairman Howroyd shared that in other places we have installed what is called a heat pump units which typically either above or below a window it produces both heating and cooling. MHA has to bid this out so we don't know what the specifications will be. Mr. D'Ascoli noted that he and Mr. Sweet, the MOD Coordinator, are looking at replacing the roofs at Mayfair and the ductless splits for the heating and air conditioning and we are trying to get the funding for this much needed replacement. Mr. D'Ascoli shared that US Senator Christopher Murphy did a walk through at this complex. He was able to see what our properties look like and this may aid MHA in getting the much needed funding.

Ms. Jackie Guice 291 A North Main Street addressed the Board. Ms. Guice shared she likes the new fence at the back of the complex, it really looks nice.

Mr. D'Ascoli reported MHA has plans to renovate the Community Room at Mayfair. Paint the walls and replace the flooring. Ms. Martha Bertrand, property manager for Mayfair will be getting quotes on this project. At this time we are not sure if the flooring will be tile or carpet, it will depend on whether there is asbestos present.

Mr. Jackie Lindsay 231 A North Main Street addressed the Board. He commented the light bulbs in his bathroom seem to burn out very quickly and they are supposed to last 8 to 10 years. Mr. D'Ascoli asked him to put in a work order because the problem may be a bad light fixture.

Mr. James Morgan 235 A North Main Street addressed the Board. Mr. James explained, mostly during the summer time, kids seem to be hanging out at the bus stop, smoking and drinking beer. They ride their skateboards through the complex. At one point he spoke to them and the next day he found a window on his vehicle broken. He also said that during the colder weather the kids have been found in the laundry room just hanging out because the door is always open. Chairman Howroyd suggested residents not confront the individuals but to contact the police. Mr. D'Ascoli can have a conversation with Martha Bertrand the property manager because she does have a relationship with some of the community police officers. We have had block watch meetings here in the past and maybe we can mobilize that again.

Chairman Howroyd shared the Board is putting together the meeting schedule for next year. For the last two years we have been moving our meetings to each of the complexes to give residents an opportunity speak with the Board. We do want to keep moving around to hear from the residents at each of our complexes. Rather than having the public comments be part of our formal board meetings to just have public comment sessions at each of the complexes. We could sit around and have a round table discussion with you the residents. The Board appreciates hearing comments from the residents. One resident commented she found out by accident that this meeting date had been changed and she asked if the meeting dates could be posted to keep resident informed. Chairman Howroyd explained that sometimes the meetings need to be rescheduled due to conflicts in Board members schedules. He did share that the informal public hearing meeting dates would be published and they would not be changed.

The public hearing closed at 6:58 pm.

A. Discussion of Public Comments

Mr. Shanbaum commented that residents seem to take the information about the informal public comments very well. Chairman Howroyd said that we have to present the information so that we can put it on the agenda.

Chairman Howroyd asked Mr. D'Ascoli to discuss with Martha Bertrand the issues raised by Mr. James regarding the issues of people hanging out at the bus stop and in the laundry room. Mr. D'Ascoli shared it is his intent to meet with the town police chief. The Community police officers are planning to have a Thanksgiving dinner for the West Hill residents and he will take that opportunity to meet with some of the police officers.

III. Adoption of Minutes – September 10, 2014 and October 8, 2014

Chairman Howroyd requested a motion to table the minutes of September 10, 2014 and October 8, 2014. Mr. Rubin moved to approve the minutes of the September 10, 2014 and October 8, 2014 meetings. Mr. Shanbaum seconded and the motion passed 3-0.

IV. Correspondence

Results of the Quality Assurance Division March 2014 - Mr. D'Ascoli reported this meeting was prior to his arrival at MHA. Basically there was one Finding and two Concerns. The finding was in reference to unrestricted and restricted balances that were incorrectly calculated. Mr. Coughlin has been going back to December 2012 journal entries which were improperly input and making corrections to the computer system based on the information that HUD has provided us with. Mr. D'Ascoli explained that he has to

respond back to the Quality Assurance Division within 30 days of receipt with a corrective plan of action going forward. One of the two concerns is regarding Port-Ins. The monies were being improperly charged to different accounts. We have made the changes and information will be properly reported in the computer system. The second concern was regarding the money from the COCC \$183k which was corrected just before his arrival at MHA. Mr. Rubin asked why the auditors did not find this error and Mr. D'Ascoli explained that not all auditors have experience with Housing Authorities. Mr. D'Ascoli added that he has sent out an RFP out for new auditors which their responses are due back to the HA by November 14, 2014.

Mr. D'Ascoli received a thank you note from NERCNARO for the use of the Community Room at West Hill for a training session last month.

V. Accounts Payable – No comments

VI. Executive Director's Report

A. Financial Statements – Mr. Counihan is still working on closing the books for FY2014. Year to date of 2014 MHA made an approximate profit of \$70k for all programs. Section 8 money has gone up.

Chairman Howroyd shared on Saturday at the Commissioner training he learned was about the AMPs. If MHA wanted to reconstitute our AMPS we could do that. Mr. D'Ascoli said he will email the breakdown of AMP I and AMP II and that HUD establishes them. Chairman Howroyd noted that we have over 200 units which explains the two AMPs. Capital needs might be easier to project. Mr. D'Ascoli shared that Capital needs are reported on the Federal Side which reports for Mayfair, West Hill and the scattered sites. The state developments do not fall into our Capital Plan we have to go through Connecticut CHFA or the Department of Housing.

B. Vacancy Reports

Mr. D'Ascoli reported that we are planning to take a unit off line with HUD's approval in order to make a unit ADA compliant. According to HUD 5 to 10% of our overall units need to be ADA compliant. Next month he is going to ask the Board to approve taking one unit off line because it will take approximately 2 month project to make it ADA compliant. HUD has to approve this as well. Chairman Howroyd asked how many of our units have been converted from bath tubs to walk in showers, he is aware that these showers do have a small lip on them, they are not wheel chair accessible.

Mr. Shanbaum asked on the accounts receivable if we could get a copy of the aging report. Mr. D'Ascoli reported MHA has about \$24k that are over 90 days old. He does not like to write those off as of right now because if we are legally able to go after these individuals he would rather do that. If we write off those receivables that money has to come out of our budget. If we write off the books we have to take the money out of our reserves. He is working with Martha and Steve to work with the attorneys and start making sure that 14 day notices go out in a timely fashion so it does not go too far. As of last month we have over \$40k that is due in rent overall. Going forward he will provide an aging report broken down 30, 60, 90 and over 120 days. Mr. Rubin shared it is essentially hard to collect on money on bad debts. If a tenant has been evicted they are paying rent somewhere else or they have moved on. They have very little if anything in a bank account and they don't have real property to collect on. Mr. D'Ascoli shared that auditors do want to see a paper trail and we need to set standards in our policies and procedures so tenants know what to expect.

Mr. Shanbaum remarked that he thought our policy was that after a certain number of days past due rent we send them a notice to quit. It can be sent after the 10th of a given month. Mr. D'Ascoli did share he had this discussion with Ryan Barry in his office a couple of months ago and he is still waiting for them to give him what the procedures need to be. Chairman Howroyd shared that the relationship with Ryan Barry is essentially a sub-contract with Rome McGuigan, PC it is part of our legal services contract. We may want to go out to bid on this because we are currently on an

extension of the original contact with them. Mr. D'Ascoli said he feels there is a conflict of interest between Ryan Barry and MHA as Ryan also works for the Town.

C. Modernization Update

Mr. D'Ascoli gave an update to the modernization projects from June 1, 2014 to the present. Mr. Gary Sweet has been heading up these projects and he is a real asset to MHA. He understands the goal to make units compliant and writing proposals to get funding to make these updates possible.

We are looking at fuel cells and solar panels. We had a company called CTI Engineers talking about fuel cells especially at West Hill. We have discovered that MHA owns the power at West Hill. So that is why we are looking at different options. With solar power we can sell power back to the power company. In order to do this we would have to form a 501(c) non-profit to get between 4-9% tax credits. We need to engage legal counsel on this early on because it is labor intensive. Mr. D'Ascoli shared that Gary Sweet, and Martha Bertrand will be going to a couple of different town developments to see what they are doing, to get an idea as to what MHA needs to do.

Mr. D'Ascoli wanted to update the Board on North Elm Street. He and Gary Sweet met with Tim O'Neill, Ryan Barry, Scott Shanley and Greg Simmons and it went very well. Mr. D'Ascoli reiterated to them that the Town of Manchester owns this property. They wanted MHA to go for \$750k Capital Needs Assessment for this property. HUD or CHAFA would have a field day if MHA approached them on this. Mr. D'Ascoli has concerns about Ryan Barry working for the Town and also representing MHA. As far as he is concerned this is a conflict of interest. Mr. Rubin commented this a classic example of a conflict of interest. Mr. D'Ascoli added that Scott Shanley did not know that Ryan Barry is also an attorney for the Manchester Housing Authority.

Mr. D'Ascoli stated he is concerned that MHA still does not have a contract with the Town to manage North Elm Street. He does not want to enter a new contract until they have gotten their Capital Needs Assessment. Mr. D'Ascoli received a telephone call from Mr. Simmons secretary asking for insurance and he said that MHA does not have to have insurance for these 20 units along with Hillstown Road. The Town of Manchester should have insurance on these properties and it was discovered that there is no homeowners on either of these properties probably since 2009. The contract with MHA terminated in 2009. The Town has never followed up on the rent structure, management fees, and has had bad bookkeeping. Based on that we are going to negotiate a new contract, currently they are paying us 6.5 % and the going rate for management fees is 14 – 15%. Mr. Rubin shared there is definitely a conflict of interest and we need somebody to represent us cleanly. He asked what the policy is for having legal council for evictions is it the same policy for an RFP's. Mr. D'Ascoli said yes unless a housing authority has in-house council.

VII. Chairman's Report

Chairman Howroyd shared he attended commissioner training session and he found it very informative. It was good to share thoughts and ideas with other commissioners.

Mr. D'Ascoli shared his 6-month probationary period has passed and he is very pleased working here and with MHA staff. Chairman Howroyd said the Board should discuss performance evaluations and 2015 goals for the ED. Mr. Rubin mentioned we should to a performance evaluation in executive session at the next board meeting.

VIII. Old Business

2015 Meeting Dates – Mr. D'Ascoli had handed out a schedule at the last board meeting and asked if there were any conflicts. Chairman Howroyd asked for it to be put on the agenda for the next meeting. Chairman Howroyd asked to move the January 2015 date meeting to the 13th and all the meetings will be at West Hill. Chairman Howroyd suggested sending out a notice to residents of the 2015 business meetings and the public comments session.

Chairman Howroyd indicated there are a couple of things that need to be amended in the Bylaws. With reference to Article I Section 4 with reference to the State statute dealing with the Tenant Commissioner position. Another change under Section 8 Order of Business for Regular Meetings – If we take Public Comments out we need to renumber the other items. Also Section 10 needs the wording changed to reflect regular public comment sessions that was talked about at this meeting. Chairman Howroyd asked under Section 8 to move Accounts Payable under Executive Directors Report.

Tenant Commissioner – Ms. Mary Ann Murray will be taking the lead on this and will start December 5. Letter regarding the Tenant Commissioner position will be in the December billing notice to all residents.

IX. New Business

- A. Resolution 2014 - 18 – To removed John Backer, Barbara McCarthy and Christine White from the account as check signers for the account that MHA has at United Bank (formerly known as Rockville Bank) and to authorize Joseph D’Ascoli to become a check signer along with Chairman Josh Howroyd. Mr. Rubin moved to adopt Resolution 2014-18. Mr. Shanbaum seconded. Motion passed 3-0.
- B. Resolution 2014-19 – Section Eight Management Assessment Program Certification (SEMAP) - Mr. D’Ascoli explained that Housing Authorities have 60 days to submit this report via PIC to HUD. Motion was made by Mr. Rubin to approve Resolution 2014-19 Section Eight Management Assessment Program Certification subject to the corrections made. Mr. Shanbaum seconded. Motion passed 3-0.
- C. Resolution 2014-20 – Updated Procurement Policy
Chairman Howroyd asked for a motion to approve Resolution 2014-20 Updated Procurement Policy. Mr. Rubin so moved, Mr. Shanbaum seconded and the motion passed 3-0.
- D. Resolution 2014-21- Updated Personnel Policy and Manual
After a brief discussion Chairman Howroyd asked that Mr. D’Ascoli run this by our attorney Andrew Holding before approval.
- E. Resolution 2014-22 – After a brief discussion rather than change the date of the December 17 BOC meeting the time will be changed to begin the meeting at 4:30. Chairman Howroyd asked for a motion to approve the change of time for the December 17 meeting from 6:30 to 4:30 pm. Mr. Shanbaum moved to approve Resolution 2014-22. Mr. Rubin seconded and the motion passed 3-0.

X. Items for Future Agenda

- A. Election of Vice Chairman
- B. Bylaws amendment
- C. Executive Director Evaluation

XI. Executive Session – None

XII. Adjournment

Chairman Howroyd asked for a motion to adjourn the meeting. Mr. Rubin moved to adjourn the meeting at 9:05 pm. Mr. Rubin seconded and the motion passed 3-0.

CHAIRMAN

ATTEST:
