

West Hill Gardens

June 17, 2015

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:38 pm.

Chairman Howroyd asked for a motion to suspend the rules and move into Executive Session. Ms. Holmes moved to go into Executive Session. Mr. Shanbaum seconded and motion passed 3-0.

Mr. Shanbaum moved to end Executive Session at 8:03 pm. Ms. Holmes seconded. Motion passed 4-0.

II. Adoption of Minutes – Meeting of May 20, 2015

Chairman Howroyd asked for a motion to approve the minutes of May 20, 2015. Mr. Shanbaum moved to accept the minutes of May 20, 2015 as presented. Mr. Rubin seconded. Motion passed 3-0 with one abstention.

III. Correspondence - None

IV. Accounts Payable

May 2015 – Payment Summary & Detail Report - Mr. D'Ascoli reviewed the report. Mr. Shanbaum asked about two expenses Barry & Barall and Barry & Associates, Mr. D'Ascoli explained one is a law office and the other is a construction company.

V. Executive Director's Report

A. Financial Statements – May 2015

Mr. D'Ascoli reviewed the financial reports prepared by Robert Counihan. The MHA gained \$139k for May and this gives us a YTD profit of \$47k. He stated Mr. Counihan will be at the September meeting to review the end of year financials.

Mr. Rubin asked about the \$73k paid to Town. Mr. D'Ascoli explained this money has been paid to the Town of Manchester for the North Elm Street property. MHA manages this property for the Town and this is the amount paid to them after we deduct our management fees. He stated he, Messrs. Sweet and Counihan met with Tim O'Neil and Greg Simmons from the Town to discuss the status of the Management Agreement; the original agreement expired several years ago. At this meeting we did give them information about the needs assessment for this property and there is approximately \$750k worth of Capital Improvements needed. Since the Town owns this property they need to determine how these improvements are going to be accomplished.

B. Vacancy Reports – May 2015

Mr. D'Ascoli reported MHA is at 97% occupancy which is very good.

C. General Information

1. Modernization Report update

Mr. D'Ascoli updated the Board on the Capital Improvements that have been completed and upcoming projects. At Mayfair the parking lot is being revamped, electrical boxes located on the outside of the units deteriorating and they need to be replaced and the Community Room received a fresh coat of paint and new carpeting.

The parking lot at Spencer Village should be patched this week.

2. Circle of Friends

MHA get funds from the Town of Manchester to help with the publication of a quarterly newsletter - Circle of Friends. This is a great way to communication with all MHA's residents.

3. Newspaper Article regarding North Elm Street

Mr. D'Ascoli shared with the Board the newspaper article from the JI about the property at North Elm Street. The article detailed the improvements that are needed at this property and that this property is owned by the Town and managed by Manchester Housing.

4. Email from Greg Simmons from the Town

Mr. D'Ascoli shared the Town Board of Directors were not aware that the Town owned the North Elm Street property and not MHA. The rents have not been increased in several years, no major repairs have been done and many of the large ticket items are in need of repair or need to be replaced. As of July 1 rents for 1 bedroom units will go up \$25 and the two bedroom unit will increase \$50 a month. When he met with Tim O'Neil and Greg Simmons along with Messrs. Sweet and Counihan they reviewed some of these issues with North Elm Street. Question was asked that if the Town sold this property would MHA be interested in purchasing it. Mr. D'Ascoli told them that it is not his decision but that of the MHA Board of Commissioners. Several residents at North Elm Street are requesting their storm doors be replaced. An email was sent to Mr. Simmons at the Town requesting permission to replace them; the cost would be about \$9,000 for the 20 doors. MHA and Town do not have an up to date maintenance contract so all expenses must be approved by the Town. The request was denied by the Mr. Simmons.

Mr. Rubin commented about the article stating it was affordable housing because of the low rents that are being charged that money is not set aside for Capital Improvements. It is not why it is affordable housing but it is why it has been neglected all these years. The Town has had this property free and clear of debt for about fifteen years. Mr. Shanbaum commented that if the Town had set all this money aside for the last 15 years they would have had more than enough money to make the Capital Improvements.

Mr. Rubin asked about the \$750k mentioned in the article is on the low side to make improvements on this property. Mr. D'Ascoli explained the property was reviewed by an independent contractor and they estimated about \$560k. Due to the amount of time it takes to secure the project and the financing the cost would be approximately \$750k.

Mr. Rubin stated if this property is offered to us there will need to be an analysis done to determine the cost of bringing this property in to good repair.

5. CONN-NAHRO Convention

Mr. D'Ascoli asked the Board to let him know if they are planning on attending and he will make the reservations.

VI. Chairman's Report

Chairman Howroyd indicated he will be attending the NERC NAHRO conference.

VII. Old Business

RFP's were sent out for the Law Firm business and we received 4 responses. Mr. D'Ascoli asked the Board to get back to him with available lunchtime dates to schedule a time to meet with the candidates. Mr. D'Ascoli explained currently we have two firms Rome McGuigan and Barry & Barall. Rome McGuigan handles our litigation and Barry & Barall handles out evictions. Mr. Rubin asked why we would schedule a meeting with our existing law firm and there is a conflict of interest with firm of Barry & Barall because Atty. Barry is also one of the Town Attorneys. Mr. D'Ascoli stated he is very impressed with Atty. Andrew Holding and it might be possible for them to separate their affiliation with Barry & Barall. Mr. Shanbaum asked if the RFP stated the firms could bid separately on each item.

VIII. New Business – Resolution 2015-7 – Donation to the Manchester Police Explorers

Mr. D'Ascoli noted would like to take out a ¼ page advertisement in the Manchester Police Explorers upcoming magazine. The cost would be \$295. He shared the Police Explorers served Thanksgiving dinner to the West Hill Garden residents and he has a great rapport with several town police officers. Motion was made by Mr. Rubin to approve Resolution 2015-7 to make a \$295 donation to the Manchester Police Explorers. Mr. Shanbaum seconded. Motion passed 4-0.

IX. Items for Future Agenda – Please contact Chairman Howroyd or r. D'Ascoli with items.

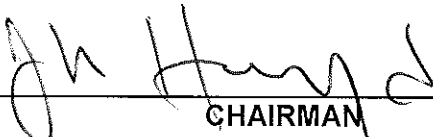
Chairman Howroyd said he will follow up with the Town with regard to appointing a Tenant Board of Commissioner.

X. Executive Session

- A. To discuss strategy with respect to Management Plan observation from D&V Mainsail
– See above

XI. Adjournment

Chairman Howroyd asked for a motion to adjourn the meeting. Mr. Shanbaum moved to adjourn the meeting at 9:07 pm. Mr. Rubin seconded and the motion passed 4-0.



CHAIRMAN

7/15/2015



ATTEST: