

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

2017

Wednesday, January 18, 2017

West Hill Gardens Community Room

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Lisa O'Neill
Mary Ann Creamer
Joseph D'Ascoli, Executive Director
Absent: Judy Taylor – Tenant commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:33 p.m.

II. Adoption of Minutes – Meeting of December 21, 2016

Chairman Howroyd called for a motion to accept the minutes of December 21, 2016. Ms. O'Neill so moved, Mr. Rubin seconded. Motion passed 4-0.

Chairman Howroyd asked for a motion to suspend the rules and take agenda item 5C1 – CHR Presentation. Ms. O'Neill moved; Ms. Creamer seconded. Motion passed 4-0.

Mr. D'Ascoli introduced Mr. Stan Schapiro from CHR. Mr. Schapiro introduced Ms. Andrea Hakian and Ms. Michele Gaudet also from CHR. Mr. Schapiro explained CHR has two 20 unit apartment buildings on Center Street. They are filling out an RFP from DOH to develop an apartment building for young adults 18 – 24 that have aged out of the DCF system. There is a true need for this type of housing for young adults. The building will be located on Kathleen's Way which is off North Main Street. The architect is the same as the one used for the other two complexes on Center Street. Mr. Schapiro is asking MHA for 5 project based Section 8 vouchers. He added he needs to finalize his paperwork for this project by January 25, 2017.

Mr. D'Ascoli explained that MHA has 504 Section 8 vouchers and by HUD regulations would be allowed to have up to 20% of those vouchers to be project based. MHA would have to have enough funding for this project and the Board would have to approve it. The downfall to project based vouchers is that after one year the resident could opt out of living in the complex and would have to be issued a regular Section 8 Voucher. Doing this would mean the project based tenants would be jumping ahead of those individuals still on the Section 8 Waiting List. The other issue is funding for the program. Chairman Howroyd stated he may have a conflict of interest with this project since he works with DCF.

Mr. Rubin stated housing for young adults that have aged out of the DCF system need affordable housing. He asked what size the units would be and how many. Mr. Schapiro explained the age of individuals is 18 to 24, the building will have 12 efficiency size units and the 13th would be for a live in staff person. There would be a common area for all residents as well as office space.

Mr. D'Ascoli shared that project based Section 8 vouchers are only 20% of the total number of units. Since there will be 12 units MHA could only provide 2 vouchers. Mr. Rubin asked about funding. Mr. Schapiro explained that resident's portion would be based on 30% of their income, CHR is looking for Real Estate Tax exemptions and DOH may be providing vouchers also.

Ms. Creamer asked about the length of time for the vouchers. It was explained MHA has 504 vouchers and would only provide 2 vouchers to CHR and it would be for a period of 10 years. Currently MHA does not have any project based Section 8 vouchers.

Ms. O'Neill asked what will happen if MHA does not provide vouchers. Ms. Hakian explained CHR has had conversations with Hartford Housing Authority and the possibility of moving-on vouchers provided by Imaginers. Mr. Schapiro noted that this complex will contract with a property managed to have 24/7 coverage.

Mr. D'Ascoli said due to the late addition of this to the meeting agenda he was unable to write up a resolution for this item. Mr. Rubin commented the Board has to look at what we are allowed to do before we can vote on this.

Ms. Creamer asked if there are any other projects of this nature in Connecticut or other states. Mr. Schapiro stated there is one in the Bronx and one in New Jersey. He also shared he is working with a development expert, Christine Anderson from the Women's Institute.

Mr. D'Ascoli asked Mr. Schapiro to forward the RFP and any other documentation pertaining to this project.

III. Correspondence

Mr. D'Ascoli presented a letter from one of the tenants from Mayfair Gardens. There were funds available to replace the carpeting and install linoleum in the kitchen in this tenants unit. She wanted to express her appreciation to MHA.

IV. Accounts Payable – December 2016 Payment Summary & Detail Report

V. Executive Director's Report

A. Financial Statements – December 2016

Mr. D'Ascoli reviewed the financial reports prepared by Mr. Counihan, MHA's fee accountant. Due to the favorable winter MHA has only spent the bare minimum overtime for snow removal.

B. Vacancy Reports – December 2016

Currently maintenance is working on making ready 5 units for rental. One unit at one of the scattered sites took longer than 21 days to renovate due to the unit being completely trashed after a tenant moved out. We are currently at a 98.86 % occupancy rate.

C. General Information

1. CHR Presentation from Stan Schapiro, Ms. Andrea Hakian and Ms. Michele Gaudet – See Above

2. Modernization Report

Mr. D'Ascoli gave a brief update on projects being worked on. Currently he has not had any responses to the RFP for towing unauthorized vehicles from MHA properties. Towing Companies want MHA to pick up the charges for vehicle storage and MHA does not have the funds to do that. Chairman Howroyd asked if parking violations is a chronic problem and Mr. D'Ascoli shared we do receive phone calls from Mayfair residents about people parking illegally.

A security system has been installed at the MHA office and surrounding units. Currently there are video cameras around the office building and West Hill Gardens units and plans are for more video cameras to be installed around parking lots as more funds become available.

The State of Connecticut has issued a \$3.6m grant to MHA to make improvements to the Congregate Housing complex. CHFA and the DOH have had conversations with the architect on this project who has submitted 90% of the drawings. CHFA requires 100% of the drawings before rendering their approval. DOH has not released the \$150k payment to the architect. We cannot put the project out to bid until DOH pays the architect. We might be able to break ground this summer. The project will take approximately 1 year to complete. Units will be renovated 6 at a time and residents will either move in with family or MHA will put them up at a local extended stay motel.

3. Circle of Friends – Quarterly Newsletter

Mr. D’Ascoli handed out pies of the latest publication.

4. Finalized the closing of the EPC Funding

The all contracts for the construction of the solar fields have been signed. Mr. Gary Sweet will go before the Town BOD at their next meeting. We have taken a \$2.9 m loan for this project along with Siemens. If there is a short fall Siemens will be responsible for payment.

5. Copy of PHADA publication (PHA Bill of Rights & Saving America’s Public Housing)

Mr. D’Ascoli distributed two publications from PHADA. HUD has a class action suit against them by Housing Authorities for recapturing funds, they cannot do this. We will be keeping our eyes on Washington and this suit.

6. BOC updated Term Limits

Mr. D’Ascoli handed out copies of the updated Board term limits.

VI. Chairman’s Report

Chairman Howroyd reported the Board needs to finalize the new contract with the Executive Director. Mr. D’Ascoli’s performance review was excellent and now his compensation needs to be decided on. He handed out copies of compensation of CT Executive Directors that are the same or of comparable size to MHA. Mr. Rubin asked if the Chairman wants to discuss the rates and if so the Board can go into Executive Session. Chairman Howroyd stated he does not want to leave Mr. D’Ascoli hanging.

VII. Old Business - None

VIII. New Business - None

Mr. D’Ascoli stated the grant paperwork for Spencer Village project will not be ready for April due to the other projects on the docket. This is a \$8m project and he will have the paperwork ready for submission to HUD hopefully for October 2017 or April 2018..

IX. Items for Future Agenda

Chairman Howroyd asked for submissions to be sent to him or Mr. D’Ascoli.

Chairman Howroyd welcomed and thanked Mr. Wally Irish for attending the Board meeting. Mr. Irish stated he has always wondered about the workings of the Manchester Housing Authority and values the work that they do.

X. Executive Session

Chairman Howroyd called for a motion to move to Executive Session for the purpose of discussing a new contract for the Executive Director. Mr. Rubin so moved; and Ms. Creamer seconded. Motion passed 4-0 at 7:55 p.m.

Chairman Howroyd called for a motion to end the Executive Session at 8:11 p.m. Ms. O'Neill so moved and Mr. Rubin seconded. Motion passed 4-0.

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting at 8:12. Ms. O'Neill so moved and Mr. Rubin seconded. Motion passed 4-0.



CHAIRMAN 2/15/2017



ATTEST 2/15/17