

Wednesday, February 20, 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 6:45 pm.
- II. Adoption of Minutes – Meeting of January 16, 2019
Chairman Howroyd called for a motion to approve the minutes of January 16, 2019. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.
- III. Correspondence – Letter from HUD
Mr. D'Ascoli had submitted a letter from HUD indicating that for FYE September 30, 2018 that the MHA had received a SEMAP score of 96 out of 100 (Section 8 Management Assessment Program) in regards to its Section 8 Housing Choice Voucher Program. This score makes the MHA a High Performer once again.
- IV. Accounts Payable – January 2019
No comments from the Board
- V. Executive Director's Report
 - A. Financial Statements – January 2019
Mr. D'Ascoli went over the financial reports with no questions from the Board. Mr. D'Ascoli has added the HCV report to the financial reports.
 - B. Vacancy Report – January 2019
Mr. D'Ascoli reported that the vacancy report is doing well once again. Mr. D'Ascoli had added that the month of January we had an unexpected vacancy in which the maintenance staff is turning the units over as soon as possible even with them working on the snow removal.
 - 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. As reported last month the doors are completed on the 2 story buildings on Bluefield Drive. Mr. D'Ascoli followed up by saying that the MHA has entered into a service agreement with CMC Energy Services to perform insulation to the attics and basements and crawl spaces.
 2. Update to RAD Application
Mr. D'Ascoli stated that at this time there has been no word from HUD in regards to the RAD Application and is hoping to hear something within the next few weeks.

Mr. D'Ascoli has met with residents of both Westhill and Mayfair Gardens last week since this is something that he needs to do on a monthly basis even if there is no update.

3. Update to Revitalization of Congregate Housing
Mr. D'Ascoli updated the Board on the progress of the Congregate project. To date 18 of the 37 units have been updated. The 7 residents will be moving back into their original units beginning tomorrow (Thursday Feb 21) and the next 7 units will start the renovation beginning on Monday February 25)
4. Mr. D'Ascoli provided the BOC a copy of the upcoming NAHRO 2019 Legislative Conference in Washington D.C. on April 6 – 10, 2019.
5. Mr. D'Ascoli has been asked to contact Mr. Shanley and Mr. Anderson from the Town of Manchester to follow up with their Management Agreement with the Town Property since it has been sold.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business –

1. Resolution 2019-1 - Update Capitalization Policy. Mr D'Ascoli has requested a resolution to be voted on the board to adopt the new revised and updated Capitalization Policy from \$1,000 dollars to \$2,500.00 dollars. Mr. Becker so moved, Ms. O'Neill seconded. Motion passed 4-0

2. Resolution 2019-2 – RAD CAN Proposal Award of Contract. Mr. D'Ascoli has requested a resolution to be voted on by the Board to award a contract to EMG to perform a RAD CAN in accordance with all current HUD regulation in the amount of \$28,000.00. Ms. O'Neill so moved, Mr. Becker seconded. Motion passed 4-0

IX. Items for Future Agenda

Commissioner Becker asked that the BOC review and consider amending the rent collect policy at the next meeting

- X. Executive Session – Negotiation of Executive Director Contract
Chairman Howroyd called to motion to table the negotiation of the Executive Director contract until next month. Mr. Becker so moved, Ms. O'Neill seconded. Motion passed 4-0

XI. Adjournment
Chairman Howroyd called for a motion to adjourn. Ms. O'Neill so moved, Mr. Becker seconded. Motion passed 4-0 at 7:46 pm.



CHAIRMAN

3/20/2019



ATTEST:

3/20/19