

September 18, 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 6:32 pm.

Chairman Howroyd call for a motion to suspend the rules and take items V Executive Report A (1) Financial Statements and VIII New Business F Resolution 2019-12. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.

Mr. Rubin joined the meeting.

Mr. Robert Counihan addressed the Board. He reviewed the Financial Statements and shared we are 11 months into our fiscal year. We have had some emergency repairs and overall we are in good shape. There were some issues with the construction of the Congregate and the completion date has been changed. He noted the Congregate YE numbers will reflect a loss and that is due to some of the services tenants did not receive due to not living in their units during the construction time.

We have completed and closed our books for North Elm Street

Mr. Counihan then discussed the Proposed Annual Budget. He explained that he used a four-year expense average for the budget, some items he did increase to reflect current expenses like insurance, employee benefits and utilities. The budget does not go to HUD but we have to have a Board approved budget. He did share our utility expenses has gone down due to the solar field and the energy efficiencies we have done throughout our complexes.

Mr. Counihan also noted that we will be looking to do a write off for Public Housing uncollectables and the amount is less that previous years. We are doing a better job at keeping up with overdue accounts with tenants.

Mr. Becker asked about the COCC and what are the expenses we pay out of that account. Mr. Counihan explained salaries for the Bookkeeper, Executive Director, Modernization coordinator and his salary are paid from this account. Mr. Becker asked with the increase in the budget what is the percentage over last year. Mr. Counihan shared between 3 and 5%.

II. Adoption of Minutes – Meeting of July 17, 2019

Chairman Howroyd called for a motion to approve the minutes of July 17, 2019. Mr. Rubin so moved, Ms. O'Neill seconded. Motion passed 4-0.

III. Correspondence

A. HUD Close-out Letter for Audit period October 1, 2017 to September 30, 2018
Mr. D'Ascoli said he received a letter from HUD approving the audit.

B. CDBG

Mr. D'Ascoli shared MHA has received the CDBG Grant from the Town of Manchester in the amount we requested. When asked what this money will be used for; he said to convert 4 tubs to showers at Westhill Gardens.

IV. Accounts Payable – July and August 2019 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is looking very good.

V. Executive Director's Report

A. Financial Statements – July & August 2019 – See above.

B. Vacancy Report – July & August 2019

Maintenance is doing an excellent job getting units ready to be rented. The Congregate is fully occupied. When asked about units off line he shared that MHA has to get permission from the State to take a unit off line and if approved we get paid by the State for that unit.

C. General Information

1. Modernization Report

Mr. D'Ascoli updated the status of projects with the Board. All the Capital Funds projects have been completed. Mr. Rubin asked what the new projects are and Mr. D'Ascoli said that information will be in the Annual Plan.

2. Circle of Friends – Summer 2019 Edition

Mr. D'Ascoli shared the latest edition of the Circle of Friends.

3. Update to Revitalization of Westhill Gardens Congregate

The renovations of the Congregate are nearing completion. The front entrance is closed off until canopy is replaced. The kitchen is almost complete. The remaining exterior work should be completed by the end of October.

4. Update to RAD

Mr. D'Ascoli has been in constant contact with MHA consultant Nathan Bonder regarding the HUD RAD revision of the RAD Regulation on 9/5/19 HUD PIH Notice 2019-23. It is a 310-page document that we are digesting to see what scenario may or may not work for the MNHA. Once confirmed, should be within a few months, there will be a presentation to the BOC.

5. NAHRO upcoming National Conference October 10-12, 2019

Mr. D'Ascoli asked if anyone is interested in attending to let him know.

6. Update to Revitalization to Spencer Village

Mr. D'Ascoli updated the Board regarding Spencer Village. There are some issues where the tenants had called the local media in regard to a leaking roof at 50 Pascal Lane and when will the SSHP money be released so the revitalization could begin. MHA is now under the microscope with CHFA. Mr. D'Ascoli has received several quotes for replacing the roof and found out that the existing roof was previously repaired incorrectly. This is a State property, with a small limited reserve funds that are available.

VI. Chairman's Report

Chairman Howroyd shared some information from the Tenant meetings he has attended. Tenants are asking why they have to pay a fee for the air conditioners, there is a solar field and electricity should be free now. They don't understand that yes MHA has reduced the electrical needs but electricity is all not free.

VII. Old Business – None

VIII. New Business

A. Resolution 2019-7 – Updated Federal Public Housing (ACOP) Admission & Continued Occupancy Program

Mr. D'Ascoli shared he has received the revisions from Nan Mc Kay and has input them into our ACOP. Once approved by the Board he will send to HUD for review. Chairman Howroyd called for a motion to approve Resolution 2019-7 Updated Federal Public Housing (ACOP) Admission & Continued Occupancy Program. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.

B. Resolution 2019-8 – Purchase of new Vehicle(s)

Chairman Howroyd called for a motion to approve Resolution 2019-8 Purchase of 2 new Vehicles. Mr. D'Ascoli added one of the vehicles will be kept to use as our sander. Motion was made by Mr. Rubin, seconded by Ms. O'Neill. Motion passed 4-0.

C. Resolution 2019-9 – MHA 1 Year Annual Plan

Mr. D'Ascoli explained we have been awarded \$605K for Capital Funds. The funds will be divided for computer equipment, architect fees, Mod Coordinator, roofs, electrical panels replacement of sewer lines, windows and doors. He would also like to replace the remaining roofs at Mayfair Gardens. He also mentioned that MHA owns the power lines, poles and transformers at Westhill Gardens. In order for us to give them back to Eversource we have to do upgrades to the poles and transformers. He will speak with his peers when he goes to San Antonio to see how they have handled a situation like this. Chairman Howroyd called for a motion to approve Resolution 2019-9 – MHA 1 Year Annual Plan. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

D. Resolution 2019-10 - Award Contract for Waste Removal Services

Mr. D'Ascoli shared USA Hauling is our current hauling company. They do a good job and have been accommodating when we have made requests to change the dumpsters. Chairman Howroyd called for a motion to approve Resolution 2019-10 - Award Contract for Waste Removal Services. Mr. Rubin so moved, Ms. O'Neill seconded. Motion passed 4-0.

E. Resolution 2019-11 – 2020 SAMFR (Small Area Fair Market Rent's) for Section 8 Program

Chairman Howroyd called for a motion to approve Resolution 2019-11 – 2020 SAMFR (Small Area Fair Market Rent's) for Section 8 Program. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0.

F. Resolution 2019-12 – Proposed Annual Budget for FY October 1, 2019 – September 30, 2020

Chairman Howroyd called for a motion to approve Resolution 2019-12 – Proposed Annual Budget for FY October 1, 2019 – September 30, 2020. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 4-0.

G. Resolution 2019-13 – Employee Cost of Living Increase

Chairman Howroyd called for a motion to approve Resolution 2019-13 – Employee Cost of Living 2% Increase. Mr. Becker so moved; Ms. O’Neill seconded. Motion passed 4-0.

H. Resolution 2019-14 – FYE 2019 Write-Offs for 2019

Mr. D’Ascoli explained some of these write offs are for tenants that have passed away. Chairman Howroyd called for a motion to approve Resolution 2019-14 – FYE 2019 Write-Offs for 2019. Ms. O’Neill so moved; Mr. Rubin seconded. Motion passed 4-0.

I. Resolution 2018 – 15 – FY 2020 Flat Rent Schedule for Public Housing

Chairman Howroyd called for a motion to approve Resolution 2018 – 15 – FY 2020 Flat Rent Schedule for Public Housing. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 4-0.

IX. Items for Future Agenda – Please send items to either Chairman Howroyd to Mr. D’Ascoli.

X. Items for Executive Session is Expected – To Discuss strategy to non-union personnel

Chairman Howroyd called for a motion to move into Executive Session. Ms. O’Neill so moved; Mr. Rubin seconded motion passed 4-0 at 8:27 pm.

Chairman Howroyd called for a motion to end the Executive Session at 8:47 pm. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 4-0

XI. Adjournment

Ms. O’Neill moved to adjourn the meeting at 8:47 pm. Mr. Becker so moved; Mr. Rubin seconded. Motion passed 4-0.

 11/19/2019

CHAIRMAN

 11/19/19

ATTEST: