

February 18, 2016

Mayfair Gardens

Attending: Chairman Josh Howroyd
Susan Holmes
Joseph D'Ascoli, Executive Director
Judy Taylor – Tenant Commissioner
Absent Paul Rubin
Robert Shanbaum

I. Meeting Called to Order

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

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

Chairman Howroyd noted one change to the minutes. The time that the meeting adjourned should read 7:38 pm. The Chairman called for a motion to approve the minutes as corrected. Ms. Taylor so moved. Ms. Holmes seconded. Motion passed 3-0.

III. Correspondence

A. HUD letter pertaining to SEMAP Scores

Mr. D'Ascoli stated he received a letter from HUD at the end of January regarding our SEMAP report card scores. HUD scored us 85% out of 100%. Mr. D'Ascoli explained we made an error in the calculation of what we spent on the Allocated Vouchers. In order for a HUD to score a HA as a high performer the housing authority must utilize 95% of the Allocated Vouchers of our funds. MHA ended up spending only 93% of the budget. Mr. D'Ascoli added he looked at the Annual Budget for 2015 and not the Annual Budget Authority. He thought we had used 97% of the money when in reality we used only 93%. In his response to HUD Mr. D'Ascoli will report that to HUD in his letter to them. In October when we report our SEMAP MHA will show spending 97% of the HUD funding. We are in good shape and will not lose any HUD funding. Mr. D'Ascoli also shared we have just issued 37 new vouchers last week and we have increased our Fair Market Rents (FMR). We were at 92% and have increased that to 96% back in October 2015. Back then HUD had not listed the new FMR's for 2016 so MHA increased theirs based on the 2015 FMR.

B. Resignation from Board of Commissioners

Mr. D'Ascoli stated he received a letter of resignation from Robert Shanbaum. Chairman Howroyd said he has given the Town Board of Directors a heads up that this was coming so an appointment of a new Commissioner will be on their agenda for their next meeting. Hopefully we will have a new member for our March meeting.

IV. Accounts Payable - January 2016 – Payment Summary and Detail Report

We are in good shape thus far.

V. Executive Director's Report

A. Financial Statements – January 2016

Mr. D'Ascoli shared the financial statements for January and reported we are in good shape. Mr. D'Ascoli remarked that this has been a light winter based on the amount of snow we have received and have not had to pay any overtime as in years past. Thus far so we are showing

gains on in all our programs. With the frigid temperatures we did have a broken water pipe at West Hill Gardens. This was not something our maintenance crew could take care of so we had to hire a plumber at a cost of \$4,200. To avoid this happening again, maintenance will be looking at all the pipes and getting them insulated.

B. Vacancy Report – January 2016

Mr. D'Ascoli remarked we are in excellent shape and commended the maintenance department and our program managers on getting units cleaned and ready for lease up. We are at 99% occupied.

C. General information

1. Modernization Report

Mr. D'Ascoli reviewed the status of several projects that MHA is working on. We are working on making more units ADA compliant as mandated by HUD. We are also looking at window replacements, electrical meter replacements and rearranging the Administrative offices so it is a little more user friendly for participants coming in for appointments and there is less foot traffic through the office.

2. NAHRO Conference

Mr. D'Ascoli asked if any Board member is interested in attending this conference in April in Washington, DC to let him know and he will make reservations for them.

3. PHADA Conference

Mr. D'Ascoli stated the conference is in Las Vegas in May and if any commissioner is interested in attending to let him know. Chairman Howroyd asked if this conference has workshops for Commissioners. Mr. D'Ascoli said there are separate tracks for each session and it is broken out for Executive Directors and Section 8.

4. Update on Siemens (EPC Contract)

Mr. D'Ascoli reported he had a conference call with Siemens. We are about 40% there with completing the contract with them. Eversource has put out an application and will have it completed by the end of next week. The next round will be to hopefully find funding resource from a bank to build a solar field at West Hill Gardens. The cost is approximately \$2.5 to \$3 million dollars. We spoke with Webster Bank but we do not qualify because this is an EPC Contract. Siemens will help us find an institution that deals with this type of contract and get us the lowest rates. Chairman Howroyd asked if there are plans to meet with the West Hill residents and share what the plans are. Mr. D'Ascoli said as we get closer he will have a resident meeting.

5. Update on Squire Village

Mr. D'Ascoli spoke with David McCarthy from Jonathan Rose & Associates and reported they have secured the financing through Prudential Bank. Their Bond counsel is reviewing all their plans and a conference call is scheduled and MHA may have to have a special meeting before our March Board meeting. Mr. D'Ascoli will also request our attorney to be at this meeting to review all documents and answer any questions. Our BOC will have to approve several resolutions. Mr. McCarthy reported they have received approval from the Town Zoning Department last month and they have a tax agreement for the next 15 years on that property.

6. Update on Congregate Application

Mr. D'Ascoli reiterated we hired John D'Amelia as our consultant and Quisenbury & Arcari as the construction company last month. We met with Quisenbury & Arcari and they showed design pictures of the interior and exterior of the building. This will be a \$2.8 m project. We are looking to install a retractable awning over the patio so residents can sit outside in comfort. We will make the April 27 deadline with our application to HUD for a grant and hopefully it will cover the entire project. Mr. D'Ascoli said he is very pleased with the progress made on this project after dismissing Tag & Associates.

VI.

Chairman's Report - None

Chairman Howroyd said he will work with the Town Board of Directors to get an appointment to replace Mr. Shanbaum for our March meeting.

VII. **Old Business - None**

VIII. **New Business**

A. Resolution 2016-2 - Award Contract for Legal Counsel

Mr. D'Ascoli stated he put out an RFP for new legal counsel for MHA. We received responses from 4 firms. The firm of Halloran & Sage is our number one choice. When they responded they mentioned they are willing to discuss our Summary process work. No other firm mentioned that in their response. Halloran & Sage is a large firm and they have about 100 attorneys and they have attorneys for all the different fields for us. They also have worked with Rose & Associates and would be able to establish a non-profit status for us.

Chairman Howroyd asked Mr. D'Ascoli thought anything about splitting out the Summary Process. Mr. D'Ascoli explained that of the four proposals received Halloran & Sage were the only ones to indicate a willingness to discuss the Summary Process. The cost is going to depend on how many Summary Processes we may package together on a monthly basis and it might be one total fee. Mr. D'Ascoli asked the BOC to make a decision today because of the some of the big up and coming projects that we have. As of right now Rome McGuigan has not done anything with setting up a Non-Profit. So the projects that we have on our radar and the distribution of the Bonds for the Jonathan Rose project we need legal counsel involved. Chairman Howroyd asked if since Rome McGuigan has been involved in the Jonathan Rose project, do we want that firm to see us through the process rather than bringing on a new legal firm at the 11th hour and getting them up to speed. Mr. D'Ascoli suggested that Mr. Holding from Rome McGuigan finish off whatever they have on the books. Chairman Howroyd asked if there are any cases that Mr. Holding is working on for us and Mr. D'Ascoli does not believe there is any other litigation pending for MHA. Mr. D'Ascoli suggested Rome McGuigan finish up with the Jonathan Rose project and make Mr. Holding aware of the changes MHA is making.

Chairman Howroyd said he is comfortable with making the changes to Halloran & Sage and that MHA needs to discuss with them the Summary Process piece. If they are not willing to do that part we would have to come back and look at the other 3 firms for that part of our business. Mr. D'Ascoli said if the BOC is willing to accept Resolution 2016-2, he will speak with Halloran & Sage and if there is a different scenario with regard to Special Counsel for Housing and Litigation Management and Rent Collection. Chairman Howroyd summarized that if we approve this resolution we will directing Mr. D'Ascoli to go back to Halloran & Sage

and negotiate a contract with them for the Summary Process. If the terms of the contract are not agreeable then he will come back to the BOC and award this part of our book of business to one of the two other firms that responded to our RFP.

Chairman Howroyd asked for a motion to pass Resolution 2016-2 Award a Contract for Legal Counsel. Ms. Holmes so moved, Ms. Taylor seconded. Motion passed 3-0.

B. Resolution 2016-3 - Proposed 2016 Congregate Base Rent Increase

Mr. D'Ascoli reported that it has been 4 years since the base rate has been increased at the Congregate. The proposed increase is \$25. Mr. D'Ascoli explained that if we have to go out and get a \$1m loan we need to show the revenue that is coming into this Community. The Congregate is always fully occupied and we get 100% of the rent collected. We have met with the residents and explained the reasoning for the increase. If the rent increase is approved this will mean an \$11,100 annually. This additional income will allow us to put money back into repairs for the Congregate. If the BOC approves this increase Mr. D'Ascoli noted he will get a copy of the entire package off to the Department of Housing and they will have 14 days to approve or disapprove the requested increase. If approved by DOH the rental increase will be effective June 1, 2016.

Chairman Howroyd asked for a motion to approve Resolution 2016-3 Proposed Congregate Base Rent Increase. Ms. Taylor so moved. Ms. Holmes seconded. Motion passed 3-0.

C. Resolution 2016-4 - Award Carpet and Resilient Floor Contract

Mr. D'Ascoli reported and RFP was sent out for carpet and tile flooring after a conversation with the Maintenance Department for cost saving measures. It is our responsibility to turn units over in 21 days and if we have company that has the standard carpet and floor tiles in stock it will save us time and money in being able to get the supplies in a timely manner. Mr. D'Ascoli is requesting the BOC award a one year contract with an additional two year renewal to Monarch Wholesale Flooring. This is the first time we have done anything like this and rather than enter a three year contract we would like to see how this works for MHA. Maintenance will be able to make repairs and replacements quicker because the company will have the flooring in stock.

Motion was made by Ms. Taylor to approve Resolution 2016-4 Award Carpet and Resilient Floor Contract to Monarch Wholesale Flooring. Ms. Holmes seconded. Motion passed 3-0.

D. Resolution 2016-5 - Bank Signatures

Mr. D'Ascoli suggested having all BOC members have signing authority for the MHA checking accounts. Chairman Howroyd suggested also adding Steve Itsou to the authorized signers list. Resolution 2-16-5 has been amended to read "Whereas the Manchester Housing Authority wishes to have Steven Istou, Deputy Executive Director and all Board members to be able to be signatories for all accounts within Webster Bank. All checks shall have the signature of one Housing Authority Administrator and One Commissioner." Motion was made by Ms. Taylor. Ms. Holmes seconded. The motion passed 3-0.

IX. Items for Future Agenda - None

X. Executive Session – None

XI. Adjournment

Chairman called for a motion to adjourn. Ms. Taylor moved to adjourn the meeting at 8:05 pm. Ms. Holmes seconded. Motion passed 3-0.



CHAIRMAN



ATTEST: