

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

2016

November 15, 2016

West Hill Gardens Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin  
Lisa O'Neill  
Joseph D'Ascoli, Executive Director  
Judy Taylor – Tenant Commissioner

## I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:31 p.m.

## II. Adoption of Minutes – Meeting of October 19, 2016

Chairman Howroyd called for a motion to adopt the minutes of October 19, 2016. Ms. O'Neill moved. Ms. Taylor seconded and the motion passed 4-0.

Chair Howroyd called for a motion to suspend the rules and take item V C1 – Presentation from Jodi Maurer. Ms. O'Neill so moved, Mr. Rubin seconded. Motion passed 3-0.

Ms. Maurer explained she works for Secure Energy as a broker for electrical and gas rates for customers. She explained she brokers deals with suppliers to get better pricing for electrical usage for companies like MHA for 24 to 36 months. The rates are constantly changing and currently in the mid 6's and she is hoping to secure something in the 5's if possible. Ms. O'Neill asked about the solar field project and what the timeline is for getting that built and how that will affect the contract Secure Energy is anticipating. Mr. D'Ascoli explained he is working on securing the financing for the project. He hopes we can break ground in January and the project will take one year to construct. Once the solar field is operational we will be able to sell back any unused electricity to Eversource. Chairman Howroyd added that Mr. D'Ascoli has the power to make any decisions with Secure Energy as it relates to securing rates for electricity. Ms. O'Neill asked why are the prices for electricity increasing? Ms. Maurer explained electrical supplies have been using natural gas to make electricity. The prices for gas has been below commodity due to an over abundance. Chairman Howroyd added a few years ago the State of Connecticut had offered tax incentives to residents to convert from oil to gas. Ms. Maurer said she will keep watching the prices for electricity and will get in touch with Mr. D'Ascoli to enter an agreement to get MHA a better rate for electrical usage.

## III. Correspondence

### 1. Resignation email from Susan Holmes

Chairman Howroyd announces the Town Board of Directors received and accepted the resignation of Susan Holmes from the MHA BOC. The Town BOD has on their December agenda an item to appoint a Commissioner to MHA.

### 2. Letter of Appreciation for a Participant

Mr. D'Ascoli shared he received a letter of appreciation from a Section 8 participant who initially was not happy with a situation. The staff was able to work effectively with them and they sent a note of appreciation.

3. Letter from Town of Manchester – Re-Appointment of Commissioner Lisa O’Neill  
Mr. D’Ascoli congratulated Ms. O’Neill on being re-appointed to the Board of Commissioners for a 5 year term.

IV. Accounts Payable – October 2016 – Payment Summary and Detail Report  
No comments.

V. Executive Director’s Report

A. Financial Statements – October 2016

Mr. D’Ascoli shared that last month we had preliminary numbers for the close of our fiscal year. He reported Mr. Counihan has our final results for our fiscal year closing. MHA had a successful year with a net gain of \$342,964. Mr. Counihan included the first month numbers for the new fiscal year and our finances are looking very well. Mr. D’Ascoli noted he will be bringing Mike Petro in from Casterline Associates to review our financial standings before the auditors come in for their review.

B. Vacancy Reports

Mr. D’Ascoli reported kudos to our maintenance crew for working hard to get units turned over.

Mr. Rubin asked about the AP report with reference to collecting owed rents. Mr. D’Ascoli reported he will be coming back to the BOC to write off uncollectible debts. Previously we were including legal costs in the unpaid debts. Our lawyers explained that we cannot add these costs to the unpaid rents unless we win the case after taking tenants to court. We now have in place better procedures for collecting unpaid rents.

C. General Information

1. Presentation from Jodi Maurer – Secure Energy – See above

2. Modernization Report

Mr. D’Ascoli shared the progress on some of our projects. Currently we have 2 RFP’s out for replacing two tubs with showers making the units ADA compliant.

Ms. Taylor asked about the RFP for a Towing company. Mr. D’Ascoli shared he has not received any bids. He remarked that Mayfair Gardens has problems with available parking spaces and if necessary will call a towing company to remove vehicles.

3. MHA – 2017 Observed Holidays review and vote next month

Mr. D’Ascoli presented a MHA calendar of holidays for 2017. He will bring as revised calendar for approval by the BOC to the next meeting.

4. MHA- 2017 Proposed Board Meeting Dates

Mr. D’Ascoli brought a list of proposed BOC meeting dates.

5. MHA – 2017 Proposed Public Comment Dates

Mr. D’Ascoli shared the calendar of dates for the public comments.

6. Congregate Newsletter

Mr. D’Ascoli shared a copy of a Congregate newsletter prepared by MaryAnn Murray.

7. MHA Holiday Event

Mr. D'Ascoli invited the BOC to attend the MHA holiday party on Friday, December 9 at Angelinos Restaurant in Vernon.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2016-34 – Section 8 Management Assessment Program (SEMAP) Certification

Mr. D'Ascoli reported SEMAP report will be submitted to HUD certifying we have followed the thirteen indicators. Ms. O'Neill moved to approve resolution 2016-34 Section SEMAP Certification. Ms. Taylor seconded. Motion passed 4-0.

2. Resolution 2016-35 – Tenant Accounts Receivable (TAR's) Revised Policy

Mr. D'Ascoli reported we have revised TAR to coincide with our new leases. We have been sending out notices to quit for non payment of rent. Mr. Rubin asked about the fees incurred when we take tenants to court. Mr. D'Ascoli indicated court fee will be added to the amount owed by tenants only if we win the case.

Ms. O'Neill moved to adopt Resolution 2016-35. Ms. Taylor seconded. Motion passed 4-0.

IX. Items for Future Agenda

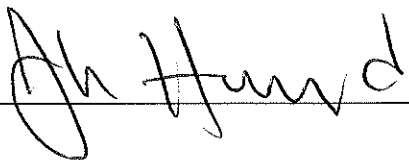
X. Executive Session – Evaluation of the Executive Director

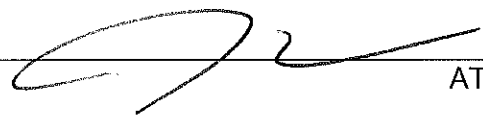
Chairman Howroyd asked for a motion to enter into Executive Session at 7:15 pm. Motion was made by Ms O'Neill; Ms. Taylor seconded and motion passed 4-0.

Chairman Howroyd requested a motion to end the Executive Session. Ms. O'Neil moved to end the Executive Session at 7:32 pm. Ms. Taylor seconded and the motion passed 4-0.

XI. Adjournment

Chairman called for a motion to adjourn the meeting. Ms. O'Neill moved to adjourn the meeting. Ms. Taylor seconded. Motion passed 4-0. The meeting adjourned at 7:32 pm.

  
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CHAIRMAN 12/21/2016

  
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ATTEST: 12/21/16