

Wednesday, February 15, 2017

West hill Gardens Community Room

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Joseph D’Ascoli, Executive Director
Judy Taylor – Tenant Commissioner
Absent MaryAnn Creamer

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:36 p.m.

II. Adoption of Minutes – Meeting of January 18, 2017

Chairman Howroyd called for a motion to approve the minutes of January 18, 2017. Ms. Taylor so moved and Mr. Rubin seconded. The motion passed 4-0.

III. Correspondence - Official SEMAP Rating from HUD for FYE 9/30/2016 (High Performer)

Mr. D’Ascoli shared a letter from HUD field office stated MHA received a 100% rating and is a high performer housing authority. Chairman Howroyd asked about the rating for PHAS. Mr. D’Ascoli explained that MHA had finances pre audited before the yearly audit. This auditor concurred that our rating on the public housing side could be as high as 92%. Our yearly audit is complete and these auditors have agreed that we are a high performer on the public housing side. Chairman Howroyd shared MHA had been labeled a troubled housing authority. Mr. D’Ascoli noted MHA has worked very hard to improve the PHAS scores. This improved rating will make it possible for MHA to go for more grant money and now have bi-yearly inspections rather than yearly..

IV. Accounts Payable – January 2017 Payment Summary and Detail Report

No questions

V. Executive Director’s Report

A. Financial Statements – January 2017

Mr. D’Ascoli remarked that MHA is in good shape. Month ending January 31 shows an increase of \$47k. The COCC reflects a \$20k loss due the expense of repaving the driveways. Due to the milder weather we have not had any overtime expenses and with the recent snow storm we will for February. Until MHA approves the formation of a non-profit the auditors recommended moving the general fund money to a high interest bearing account. Mr. D’Ascoli reported our fee accountant, Mr. Counihan, will be at the April board meeting.

B. Vacancy Report – January 2017

Mr. D’Ascoli shared we are currently at 98.84% occupied and that is due to the hard work of the maintenance crew getting units up and ready in a timely manner.

C. General Information

1. Modernization Report

Mr. D’Ascoli reported to the Board updates on the various MHA projects. He added he is working on the one year plan for Capital Fund projects.

2. Update from meeting with the Manchester Planning and Zoning
Mr. D'Ascoli shared Mr. Sweet, Mr. Joe Milazzo and a representative from Siemens attended the most recent meeting of the Manchester Planning & Zoning Commission and presented the plans for the solar field. All the plans were approved by the PZC. MHA will plan a ground breaking ceremony and invite Manchester dignitaries as well as state dignitaries. Chairman Howroyd shared that this the busy time for legislatures and that a Monday or Friday might be the best time to get congressional appearance for the ground breaking ceremony. Mr. D'Ascoli shared receipt of an email from HUD granting the \$2.9m loan and shared MHA was able to save an additional \$100 through Connecticut Green Bank, CNG and Eversource. HUD commended MHA for making energy saving improvements to their property
3. Upcoming PHADA 2018 Conference – April 30 to May 3, 2017
Mr. D'Ascoli shared information about the upcoming conference and asked Commissioners to let him know if they want to attend.

VI. Chairman's Report

Chairman Howroyd shared there will be an executive session this evening. He would like to add to the agenda finalizing the contract for the Executive Director.

VII. Old Business - None

VIII. New Business

A. Resolution 2017-1 Award contract(s) for Annual Grounds Maintenance Services for 2017-2019

Mr. D'Ascoli shared he put out an RFP to vendors for grounds maintenance for West Hill Gardens, Mayfair Gardens, and Spencer Village. The RFP reflected that vendors could bid on one, two or all three MHA properties. Based on the bids Mr. D'Ascoli would like the board to approve Gleason Johndrow for West Hill Gardens and Country Club Landscaping for Mayfair Gardens and Spencer Village. Mr. Rubin moved to approve Resolution 2017-1 to Gleason Johndrow and Country Club Landscaping. Ms. Taylor seconded and the motion passed 4-0.

B. Resolution 2017-2 Certification of Incorporation for MA Non-Profit

Mr. D'Ascoli stated he has received non-profit paperwork back from Attorney Wrona. A non-profit has to have a Registered Agent. On the paperwork under item 6 Registered Agent the name has to be changed from Mr. D'Ascoli because he is not a Connecticut resident and Attorney Wrona is willing to put his name in. After a brief discussion Mr. Rubin shared he would prefer having the name of the attorney entered on the paperwork. Mr. Rubin moved to approve Resolution 2017-2 Certification of Incorporation for MA Non-Profit ads amended. Ms. O'Neill seconded and the motion passed 4-0.

C. Resolution 2017-3 Congregate housing Food Service Contract (revision)

Mr. D'Ascoli reported sadly that the owner of Hummingbird Food Services suddenly passed away. MHA received notice to terminate the contract with the Congregate and their employees were notified that they were being let go as of February 28. Mr. D'Ascoli shared he had a conversation with Glendale Dining Services the company that did not win the initial bid. The Vernon Housing Authority uses Glendale Dining Services. The contract is for

\$160,000. They are willing to take on MHA as a client and he would like to enter into a contract with them. Me. D'Ascoli also shared that the current wait staff has been offered positions with this company. MHA does have the money to cover this new contract. Motion was made by Ms. O'Neill to approve Resolution 2017-2 and seconded by Ms. Taylor. Motion passed 4-0.

IX. Items for Future Agenda - None

Chairman Howroyd called for a motion to move to Executive Session nfor the purpose of 1. Discussing strategy of the Congregate Housing; and 2) discussing the new contract for the Executive Director. Ms. Taylor so moved and Ms. O'Neill seconded and motion passed 4-0 at 7:15 p.m.

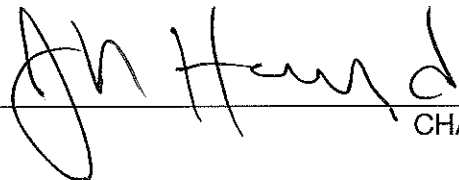
X. Executive Session

- A. To discuss strategy of the Congregate housing
- B. Finalize contract for MHA Executive Director


Chairman Howroyd called for a motion to end Executive Session. Mr. Rubin moved to end Executive Session at 7:46 pm. Ms. Taylor seconded and motion passed 4-0.

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Mr. Rubin moved to adjourn the meeting at 7:47 pm. Ms. Taylor seconded and the motion passed 4-0.



CHAIRMAN 3/15/2017



ATTEST 3/15/17