

Wednesday, March 15, 2017

West Hill Gardens Community Room

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

Absent: Paul Rubin – Vice Chairman

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:30 p.m.

II. Adoption of Minutes – Meeting of February 15, 2017

Chairman Howroyd called for a motion to approve the minutes of February 15, 2017. Ms. O'Neill moved and Ms. Taylor seconded. The motion passed 4-0.

III. Correspondence

A. Email from Tim Kaiser (Exec. Director PHADA) Appointing Joseph D'Ascoli to the Board of Trustees – Effective May 21, 2017

B. Email from My Place CT – MaryAnn Murray

Mr. D'Ascoli mentioned that MaryAnn Murray has completed her courses with the Department of Social Services and has received all her credits for My Place CT.

IV. Accounts Payable – February 2017 Payment Summary & Detail Report

Mr. D'Ascoli reported the books look good for MHA. He added that he and Chairman Howroyd review all the expenses along with Mr. Counihan.

V. Executive Director's Report

A. Financial Statements – February 2017

Mr. D'Ascoli introduced Mr. Robert Counihan, MHA's fee accountant to the Board. Mr. Counihan reported the only loss for the year is in Capital Improvements and that was for the repaving of the parking lots. The COCC shows a loss and that should disappear in the next few months. The cost for insurance is paid quarterly. The budget looks good over all. He noted MHA gets a subsidy from the federal government but with their budget process we do not see the money until sometime after May 2017. MHA submits to HUD our budget by calendar year and then HUD determines the amount of money we will get. Mr. Counihan mentioned there could be a resurgence of sequestration in 2018 for our budget. MHA is keeping a close eye on this issue.

Mr. D'Ascoli shared he will be traveling to Washington March 24 thru 27th and he will deliver literature that was drafted by PHADA – (1) PHA Bill of Rights and (2) Saving America's Public Housing to Congressman Larson, Senators Murphy and Blumenthal about the issues we could face with possible cuts to public housing and Section 8 programs.

B. Vacancy Report – February 2017

Mr. D'Ascoli shared we are 98% occupied. This success is due to the hard work by the maintenance crew getting units updated and ready for new tenants in a timely manner.

C. General Information

1. Modernization Report

Mr. D'Ascoli reviewed all the projects MHA has been working on in the last year. He shared he has met with residents regarding the Solar Field project. Work at Mayfair Gardens should start in the next couple of weeks. He and Mr. Gary Sweet are working on the Annual Plan along with the 5-year plan for capital improvements. Mr. D'Ascoli remarked he has spoken with Heather Guerette from the Town about requests they have submitted for Community Development Block Grant (CDBG) Funds and if it would be possible for MHA to tap into some of those funds. Chairman Howroyd added the town gets approximately \$600 – 700k each year. MHA received some of this money to purchase a generator for Spencer Village. Mr. D'Ascoli said he will get further information from Ms. Guerette as to what the funds can be used for. Ms. O'Neill added this is a 6 month process and the Town Board of Directors approves it in August.

Mr. D'Ascoli noted that MHA has been questioned about 26 units with possible lead paint. He said that is not the case but 4 of the scattered sites that were built prior to 1978 may have lead paint.

2. NERC-NAHRO Conference

Mr. D'Ascoli shared information about the upcoming conference and asked Commissioners to let him know if they are interested in attending.

3. Update on Mayfair Gardens Siemens Project

Mr. D'Ascoli noted that tankless in demand hot water heaters have been delivered and will be installed in the coming weeks. It will take about a month to install each of the tanks due to the need for gas lines to be installed in the bathrooms along with the tanks.

4. Update on Westhill Gardens Siemens Project

Mr. D'Ascoli remarked that he met with residents about the improvements to units with on demand hot water tanks and the solar field. The ground breaking for the Solar Field will be planned in the coming weeks. Dignitaries from the Town of Manchester as well as our government representatives will be invited to attend.

5. Update on Non-Profit Status

Mr. D'Ascoli reported Attorney Wrona has filed the Non-Profit paperwork with the Secretary of State. We should be hearing back in 2-3 weeks. Once we get then notification we will be transferring \$313k to the Non-Profit.

VI. Chairman's Report – Executive Directors Contract

Chairman Howroyd updated the Board regarding the Executive Director's contract. He asked for a motion to add to the agenda Authorization for the Chairman to enter into a 5 year employment contact with the Executive Director. Ms. Taylor so moved to add the item to the agenda; and Ms. O'Neill seconded. Motion passed 4-0. Ms. O'Neill moved to approve Resolution 2017-4 to authorize Chairman Howroyd to enter into a five year contract with the

Executive Director Joseph D'Ascoli. Ms. O'Neill so moved; Ms. Creamer seconded. Motion passed 4-0.

VII. Old Business - None

VIII. New Business - None

IX. Items for Future Agenda - None

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. Taylor moved to adjourn the meeting at 7:06 pm. Ms. O'Neill seconded and the motion passed 4-0.



CHAIRMAN 4/19/2017



ATTEST: 4/19/2017