

May 16, 2017

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd  
Lisa O'Neill  
Mary Ann Creamer  
Judith 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 pm.

II. Adoption of Minutes – Meeting of April 19, 2017

Chairman Howroyd called for a motion to approve the minutes of April 19, 2017 meeting. Ms. Taylor mentioned the location of the meeting was incorrectly stated as Westhill Gardens Community instead of Mayfair Gardens. Ms. O'Neill moved to approve the minutes as amended. Ms. Taylor seconded. Motion passed 4-0.

III. Correspondence - None

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

Mr. D'Ascoli reported MHA' is in good shape.

V. Executive Director's Report

A. Financial Statements – April 2017

Mr. D'Ascoli reported a \$92k gain for April. Ms. Creamer asked about possible HUD funding cuts as mentioned last month for Section 8. Mr. D'Ascoli shared MHA is currently getting from HUD 97% of the needed HAP money and 75% for Administrative fees. He and Mr. Counihan have reviewed this and MHA has \$120k in reserve and that will cover MHA through September. Mr. D'Ascoli, Mr. Counihan, Cheryl Stout and Jackie Mercado met with Dwoun Byrd from the HUD office to discuss Section 8 financing. HUD is requiring a separation of payment standards for the two zip codes 06040 and 06042 in Manchester which goes into effect on October 1. This will cause a financial hardship for MHA Section 8 participants. Currently HUD takes a three month snap shot of the vouchers and based on the number of vouchers we have leased up we currently have a \$30k shortfall. If this continues Mr. D'Ascoli stated he will write a letter to the HUD financial analyst because we currently cannot absorb any vouchers or take on any new vouchers and require the increase in funding.

B. Vacancy Reports – April 2017

Mr. D'Ascoli reported maintenance and property managers are working very hard to keep the vacancy numbers down. He also noted the vacancy loss last year was \$28,000 and with the improvements in 14 day notices going out to tenants we have lowered that loss to \$14,000.

C. General Information

1. Modernization Report

Mr. D'Ascoli noted MHA does not know the amount of Capital Funds we will be receiving so we do not have a plan as to where to use the funds.

Mr. D'Ascoli showed the Board pictures of the progress with the solar field at Westhill Gardens which should be completed in September. Once it is completed we will plan a photo op with Board members and state dignitaries.

We have put out quotes to replace 2 of the unit tubs with walk in shower units at Mayfair as part of our efforts for reasonable accommodations for residents.

MHA is also working at Mayfair replacing existing hot water tanks with new tank less water heaters. We had a problem with the size of these new units and Siemens worked with us to develop a new plan as to where the tanks would be installed in the units.

2. CEBG Application

Mr. D'Ascoli reported MHA submitted a CEBG application to the Town of Manchester in the amount of \$50k. If the Town Board of Directors approves this application, MHA will use the funds for converting unit tubs to accessible showers at Mayfair Gardens.

3. RFP advertised for Revitalization of Westhill Gardens Congregate

Mr. D'Ascoli explained an RFP will be advertised in the local newspapers this Friday and Saturday for bids on the proposed improvements to the Congregate at Westhill Gardens. Once we receive bids we will submit the paperwork to CHFA for release of the funds which we have been instructed to keep those funds in a separate bank account.

VI. Chairman's Report

Chairman Howroyd shared at the community outreach meeting he, Judy Taylor along with Steve Itsou met with residents at Spencer Village and there was quite a discussion regarding tenants smoking on the premises and problem tenants. Ms. Taylor mentioned closing off the Community Room to avoid misuse and trashing. Chairman Howroyd asked if the laundry room could have set hours. Mr. D'Ascoli explained he will look into the matter because of possible citing by DOH for non-compliance. Chairman Howroyd asked about enforcing the non-smoking policy at all MHA properties. Mr. D'Ascoli stated no housing authority has won a case regarding evicting a tenant for smoking. He also shared that Federal rules and regulations override State rules and regulations. Mr. D'Ascoli also noted that residents are allowed to rent out the community room for functions and that a \$100 deposit is required. If the space is damaged or requires cleaning this deposit would cover that.

VII. Old Business - None

VIII. New Business - Resolution 2017-7 – Updated 2017 HCV Admin Plan

Mr. D'Ascoli reported he has updated the HCV (Section 8) Admin Plan and is requesting the Board's approval. Motion was made by Ms. O'Neill to approve Resolution 2017-7 Updated 2017 HCV Admin Plan. Ms. Creamer seconded and the motion passed 4-0.

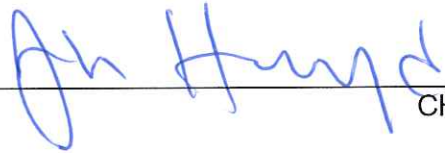
IX. Items for Future Agenda

Chairman Howroyd requested any future agenda items be forwarded to him or Mr. D'Ascoli.

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. M. O'Neill so moved, Ms. Taylor seconded and the meeting was adjourned at 7:13 pm.



CHAIRMAN

6/21/2017



ATTEST