

April 18, 2016

Mayfair Gardens

Attending: Chairman Josh Howroyd
Vice-Chair Paul Rubin
Commissioner Susan Holmes
Tenant Commissioner – Judy Taylor
Joseph D'Ascoli, Executive Director

I. Meeting Called to Order

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

Chairman Howroyd asked for a motion to suspend the rules and take agenda 8.3. Vice-chair Mr. Rubin moved to suspend the rules and take agenda item 8.3 – Resolution 2016-13 Presentation from Siemens (Richard Carroll) pertaining to Phase II Energy Performance Contract. Tenant Commissioner Ms. Taylor seconded and the motion passed 4-0

Mr. Carroll had started his introduction first by indicating that he has been in the industry for the past 22 years and has been employed by Siemens for the past 17 years. Mr. Carroll then started with his Power-Point Presentation on how the MHA can benefit from the advantage of entering into a Energy Performance Contract (EPC) once approved by the U.S. Department of Housing & Urban Development (HUD). Mr. Carroll then proceeded with HUD's regulatory incentive to reduce energy cost and consumption which the key points were the energy conservation measures, MHA must obtain HUD approval which is based upon the determination that payments can be funded from anticipated, guaranteed energy cost savings and that the contract shall not exceed 20 years. Mr. Carroll then followed by saying that Siemens has been awarded the contract almost 1 year ago in which it took all this time to gather all information pertaining to preliminary audits and feasibility analysis that will work on behalf of the MHA. Mr. Carroll then talked about the benefits to MHA for which we will be getting new infrastructure, extended life of the buildings and systems, more efficient operations, resiliency and etc. Mr. Carroll had indicated that the project financials would create a possible savings of roughly \$174,827 in annual savings in which \$149,849 in guaranteed savings which is projected to provide \$2,714,282 worth of funding for the improvements for the next 20 years. Mr. Carroll then proceed to indicate that we would like to get the HUD submission by and Section 30 Filing by Friday April 22, 2016 and hopefully we can get HUD approval within a 3 month timeframe and if we can then hopefully we may break ground by the end of the summer or beginning of the fall season.

The Chairman called for a motion to approve Resolution 2016-12 Phase II Energy Performance Contract motioned by Tenant Commissioner Ms. Taylor seconded by Commissioner Ms. Holmes and the motioned passed 4-0

Chairman Howroyd stated that the MHA will be going back to the regular board agenda.

II. Adoption of Minutes – Meeting of February 18, 2016 & Special Meeting on March 9, 2016

The Chairman called for a motion to approve the minutes of February 18, 2016. Tenant Commissioner Ms. Taylor moved to accept the minutes of February 18th, and March 9th, 2016 as presented. Commissioner Ms. Holmes seconded. Motion passed 3-0 Vice –Chair Mr. Rubin abstained.

III. Correspondence

A. HUD letter pertaining to SEMAP Scores

Mr. D’Ascoli stated he received a letter from HUD on March 23rd, 2016 pertaining to the Section 8 Management Assessment Program (SEMAP) in response to the Corrective Action Plan (CAP) for which they’ve indicated that based upon their review, it was adequate to close out the SEMAP deficiencies.

B. State of Connecticut – Office of Policy and Management

Approval letter from the State of Connecticut pertaining to the Bond Approval for Squire Village in the amount of \$62 million.

IV. Accounts Payable – February & March 2016 – Payment Summary and Detail Report

We are in good shape thus far.

V. Executive Director’s Report

A. Financial Statements – February and March 2016

Mr. D’Ascoli shared the financial statements for the months of February and March 2016 for which we are at a Year to date of a surplus of \$185,683 combined for all programs

B. Vacancy Report – February & March 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.

2. Circle of Friends

A copy of the quarterly newsletter that Resident Service Coordinator MaryAnn Murray sends out to all of our residents

3. NERC-NAHRO Conference

Mr. D’Ascoli stated the NERC-NAHRO Conference is being held on June 20-22 in Falmouth, MA. If you are interested in attending please let the Executive Director know as soon as possible so that the registration and hotel rooms can be paid for.

VI. Chairman's Report -

Chairman Howroyd said that the Town Board of Directors had appointment Lisa O'Neill to replace Mr. Shanbaum on the Board of Commissioners. Chairman Howroyd had indicated that he will reach out to Ms. O'Neill in regards to our next Board meeting

VII. Old Business - None

VIII. New Business

A. Resolution 2016-10 FY 2016 Income Limits.

Mr. D'Ascoli had provided the Board of Commissioners with a copy of the 2016 Income limits that were published on March 29, 2016.

Chairman Howroyd asked for a motion to pass Resolution 2016-10 FY 2016 Income Limits. Vice-Chair Mr. Rubin so moved, Tenant Commissioner Ms. Taylor seconded. Motion passed 4-0.

B. Resolution 2016-11 – Updated Utility Allowance Schedule for the HCV Program eff. 6-1-16 – 5-31-17

Mr. D'Ascoli had provided the Board of Commissioner with a copy of the updated Utility Allowance Schedule for the HCV Program.

Chairman Howroyd asked for a motion to approve Resolution 2016-11 Updated Utility Allowance Schedule for the HCV Program eff. 6-1-16 – 5-31-17. Commissioner Ms. Holmes so moved. Tenant Commissioner Ms. Taylor seconded. Motion passed 4-0.

C. Resolution 2016-13 – Authorizing Deputy Director to become a Signatory

Mr. D'Ascoli had asked that in his absence that Deputy Director Stephen Itsou be able to sign checks.

Chairman Howroyd asked for a motion to approve Resolution 2016-13 Authorizing Deputy Director to become a Signatory. Vice-Chair Mr. Rubin so moved. Commissioner Ms. Holmes seconded Motion passed 4-0.

D. Resolution 2016-14 – Security Deposit pertaining to State-Aided Public Housing units.

Mr. D'Ascoli passed out the statutes from Connecticut State Laws Section 47a-21 pertaining to security deposits. Mr. D'Ascoli had asked the Board to adopt that we will no longer take security deposits on initial lease-up of new residents and that all other security deposits will be returned in a timely fashion at the end of their (1) one year anniversary.

Chairman Howroyd asked for a motion to approve Resolution 2016-14 Security Deposit pertaining to State-Aided Public Housing. Vice-Chair Mr. Rubin so moved. Tenant Commissioner Ms. Taylor seconded. Motion passed 4-0.

E. Resolution 2016-15 – Changing Deputy Director position from a Non-Exempt – Exempt Employee.

Mr. D'Ascoli had requested to change the position of the Deputy Director position from a Non-Exempt employee to a exempt employee status.

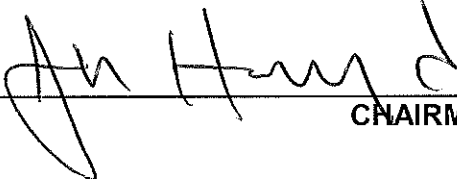
Chairman Howroyd asked for a motion to approve Resolution 2016-15 Changing Deputy Director position from a Non-Exempt – Exempt Employee. Tenant Commissioner Ms. Taylor so moved. Commissioner Ms. Holmes seconded Motion passed 4-0

IX. Items for Future Agenda - None


X. Executive Session – None

XI. Adjournment

Chairman called for a motion to adjourn. Commissioner Ms. Holmes moved to adjourn the meeting 7:56 pm. Tenant Commissioner Ms. Taylor seconded. Motion passed 4-0.



CHAIRMAN
6/15/2016



ATTEST:
6/15/16