

September 21, 2016

Mayfair Gardens

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

**I. Meeting Called to Order**

Chairman Howroyd called the meeting to order at 6:30 p.m. He called for a motion to suspend the rules and take item V C1 – Webster Bank Presentation. Ms. O'Neill so moved, Ms. Taylor seconded. Motion passed 3-0.

Mr. D'Ascoli introduced Ms. Laura Coleman from Webster Bank. Ms. Coleman thanked the Board for the opportunity to come and explain the benefits of a Purchase Card. She shared that Bristol Housing Authority uses this kind of service and it is a way the Manchester Housing Authority can save money. She introduced Mr. Chris Burns, Manager of Marketing who gave an outline of what this service can provide. The Purchase Card can streamline the payment process, reduce the number of check written on a monthly basis and provider better control of the funds being spent. It works like a credit card and it integrates with the accounting software that is uploaded. There is no cost. All that is required is that the vendor being paid accepts the card payment program.

Chairman Howroyd shared he does sign a lot of checks on a monthly basis and allows review of payments before the checks are sent out. Mr. Burns noted the system can be set up so there is a hierarchy approval before the payments are released to the vendor. Ms. Coleman added this system saves on checks, envelopes and stamps. Chairman Howroyd commented this makes sense to reduce the amount of paper and will save money for MHA.

Mr. Burns added that if MHA spends more than \$1m annually they will receive a cash rebate yearly. Commissioner Rubin asked what the process is to authorize people to approve payments. Mr. Burns explained cards cab be issued to individuals with only a certain dollar limit and if needed authorization can be given to raise the limit.

Thomas a Sales Analyst from Webster Bank reviewed the handout that gives a brief overview of electronic billing and payments. There is a rise in electronic payments and gives customers a choice of how they want to make payments. Webster bank would enable MHA to electronically bill customers and accept payments electronically. Same day payments can be received up to 8:00 pm. This system would allow MHA a secure method of receiving payments electronically and would make posting and reporting easier. A question was asked as to how these payments are made and Thomas said they are processed through an Automated Clearing House.

**II. Adoption of Minutes – Meeting of July 20, 2016**

Chairman Howroyd called for a motion to adopt the minutes of July 20, 2016. Ms. Taylor moved. Ms. O'Neill seconded and the motion passed 4-0.

**III. Correspondence – Letter from HUD**

Mr. D'Ascoli reported he received a letter from HUD stating our one year plan has been approved for 10/1/16.

**IV. Accounts Payable – July & August 2016 – Payment Summary and Detail Report**

Chairman Howroyd stated he reviewed the payments as he signed the checks.

**V. Executive Director's Report**

**A. Financial Statements – July & August 2016**

Mr. D'Ascoli introduced Mr. Robert Counihan to Board. Mr. Counihan reviewed the July report and shared we are up \$56,193 and the August report had us up \$73,000 for a YTD total of \$470k. Our cash flow is doing very well. Overall AMP I & II and the COCC are healthy. The Federal programs are on the plus side. The Congregate program is hand to mouth and we are watching it very closely.

**B. Vacancy Report – July & August 2016**

Mr. D'Ascoli reported we are at 98.8% occupied thanks to the hard work by our maintenance department. The FY is 98.09% and we are up over last year and have met the HUD guidelines.

**C. General Information**

1. Presentation from Webster Bank – Laura Coleman – See above

2. Letters to Senators and Congressman

Mr. D'Ascoli shared the Senate and Congress passed HOTMA and HR3700 and this will help subsidized housing and Section 8 programs. State legislators met with Senator Blumenthal, Senator Murphy and Congressman Larson. We have written thank you letters to them all for approving these very important bills.

Mr. D'Ascoli reported we need to put money into the housing complexes that were built in the 40's, 50's and 60's. We need to keep Blumenthal, Murphy and Larson in the loop on what is going on in housing authorities and what affects cuts in the budgets has on housing.

3. Modernization Report

Mr. D'Ascoli reviewed the progress of projects. The chimney's in West Hill Gardens have been taken care of.

4. Update on Solar Field

Mr. D'Ascoli reported we are about 99% done with the financing side of this project. We will need to schedule a Special Meeting the first week in October for the Board to make a resolution on the financing. HUD has approved the paperwork and we need to get assigned agreement before the ground freezes. He also shared that Attorney

Wrona has worked with Texas on a similar project with Edmund Hurst/Siemens so he knows them and how they work. MHA will plan a ground breaking ceremony with the Mayor, HUD Regional Administrator Jim Reed. Chairman Howroyd suggested a tentative date of October 5 at 8:00 am for the special meeting.

5. Circle of Friends – Quarterly Newsletter  
Mr. D’Ascoli shared copies of the quarterly newsletter.
6. Changes at Westhill Gardens – Trash Removal for Residents by Maintenance Staff  
Mr. D’Ascoli stated he is aware the maintenance staff handles collecting the trash for the residents of Westhill Gardens but none of the other complexes. A new three year contract has been signed with USA Hauling and have we requested 2 more dumpsters to be added in the complex. Residents will be responsible for putting their trash in the dumpsters and individual trash bins will be removed from each of the buildings.

#### **VI. Chairman’s Report - None**

#### **VII. Old Business**

##### **A. By-Laws for forming Non-Profit**

Attorney Wrona has reviewed the by-laws for non-profits. Mr. Rubin commented the by laws look like the standard/basics for non-profits. Mr. D’Ascoli shared the Town of Manchester has put out an RFP to sell North Elm Street and if MHA had a non-profit setup funds could be used to possibly purchase this complex. He would like to possibly provide housing strictly for veterans or be able to flip homes for a profit; but in order to do that we need a non-profit status.

Chairman Howroyd asked about the composition of a Board of Directors for the non-profit. A Board can be made up of 5, 7 or 9 members and the Majority would be Commissioners. He shared he would like to keep it small. Ms. O’Neill commented it would be an advantage to have individuals familiar with the business of housing authorities. HUD encourages housing authorities to form non-profits and they are looking for private entities to build affordable housing. Mr. Rubin suggested keeping the Board the same as the Housing Authority but have a different chairman. Mr. D’Ascoli will check back with Attorney Wrona on this.

#### **VIII. New Business**

##### **A. Resolution 2016-21 – Security and Pet Deposit(s)**

Mr. D’Ascoli reported MHA will be returning pet and security deposits to the residents. Chairman Howroyd asked to a motion to approve Resolution 2016-21. Mr. Rubin so moved. Ms Taylor seconded. Motion passed 4-0.

##### **B. Resolution 2016-22 – Management Plan for Spencer Village I & II**

Mr. D’Ascoli asked the Board to adopt the Management Plan for Spencer Village I & II. Ms. Taylor moved to adopt Resolution 2016-22. Ms. O’Neill seconded. Motion passed 4-0.

- C. Resolution 2016-23 – Update ACOP for Public Housing  
Ms. O'Neill moved to adopt Resolution 2016-23 Updated ACOP for Public Housing. Ms. Taylor seconded. Motion passed 4-0.
- D. Resolution 2016-24 – Updated Admin Plan for Housing Choice Voucher Program  
Motion was made by Mr. Rubin to adopt Resolution 2016-24 Updated Admin Plan for Housing Choice Voucher program. Ms. Taylor seconded. Motion passed 4-0.
- E. Resolution 2016-25 – Security Surveillance System  
Mr. D'Ascoli recommended Net Senergy, the IT Company that has a contract with MHA. Net Senergy knows the systems and when we contracted with them and upgraded our hardware they were aware of our plans to install a security/surveillance system. We are going to do this in phases adding cameras around the maintenance building, Westhill Gardens, the administration building and streets around the complex. Ms. O'Neill moved to approve Resolution 2016-25. Ms. Taylor seconded. Motion passed 4-0.
- F. Resolution 2016-26 – FMR & Payment Standards  
Motion was made by Ms. Taylor to approve Resolution 2016-26 FMR & Payment standards. Mr. Rubin seconded. Motion passed 4-0.
- G. Resolution 2016-27 – Approval of Operating Budget  
Mr. Counihan explained he looked at the last three years for an average. HUD wants us to approve a new budget before the new fiscal year begins. Once approved, we need to send it to HUD. Ms. O'Neill moved to approve Resolution 2016-27 Approval of Operating Budget. Ms. Taylor seconded. Motion passed 4-0.
- H. Resolution 2016-28 – Approval of Salary Increases  
Mr. D'Ascoli reported he would like to give employees a 3% salary increase. He also reported the cost of insurance is going up. Mr. Rubin moved to approve Resolution 2016-28 Approval of Salary Increases. Ms. O'Neill seconded. Motion passed 4-0.
- I. Resolution 2016-29 – Siemens Phase II Energy Performance Contract  
Ms. O'Neill moved to approve Resolution 2016-28 Siemens Phase II Energy Performance Contract. Ms. Taylor seconded.

Chairman Howroyd noted the Board needs to start the annual evaluation of the Executive Director. He stated Mr. D'Ascoli's contract ends in May 2017. He will get copies to the Board for their comments.

**IX. Items for Future Agenda**

**X. Executive Session – None**

**XI. Adjournment**

Chairman called for a motion to adjourn. Ms. O'Neill moved to adjourn the meeting. Ms. Taylor seconded. Motion passed 4-0. The meeting adjourned at 8:27 pm.

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**CHAIRMAN**

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**ATTEST:**