

CORPORATE MINUTES - BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2016

December 21, 2016

West Hill Gardens Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:32 p.m.

II. Adoption of Minutes – Meeting of November 15, 2016

Chairman Howroyd called for a motion to adopt the minutes of November 15, 2016. Ms. O'Neill moved. Ms. Taylor seconded and the motion passed 3-0 with one abstention.

III. Correspondence

1. Welcome – Mary Ann Creamer, New Commissioner

Mr. D'Ascoli welcomed New Commissioner Mary Ann Creamer to the Manchester Housing Authority Board. He explained Mary Ann is replacing Susan Holmes who resigned.

2. HUD – Unaudited Public Housing Assessment System (PHAS)

Mr. D'Ascoli shared he hired an outside auditor to review MHA's books before the regular auditors come in mid-January. We have received an unaudited PHAS score of 91% and with this higher number it will put us in the high performance status with HUD. Chairman Howroyd explained that previously MHA was labeled a "troubled agency". He went on to say that MHA has worked diligently to correct business practices. Mr. D'Ascoli complimented the staff for working so hard to improve our PHAS scores.

Ms. Creamer asked how MHA has saved money. Mr. D'Ascoli explained MHA made some staff changes, eliminating a full time financial person and hiring a part time consultant to handle our financial reporting. We have also opened RFP's for carpeting and flooring as well as plumbing services that has reduce our maintenance costs. Also with the higher PHAS scores it will enable us to apply for Grant funding. Chairman Howroyd reported the loss of rental income with vacated units that were not turned over in 21 days. The maintenance department has done a terrific job getting vacated units up and ready for new tenants. Mr. D'Ascoli stated the auditors will be here January 23 and 24. Since this is the third year for this audit firm he will be sending out an RFP for a new audit company.

IV. Accounts Payable – November 2016 – Payment Summary and Detail Report

No comments.

V. Executive Director's Report

A. Financial Statements – November 2016

Mr. D'Ascoli reviewed the financial reports and shared our Financial Consultant, Robert Counihan, could not be here this evening. We are showing a \$95k gain for November. Our fiscal year starts in October so our YTD total is \$262,000 from operations. Ms. Taylor asked about the status of the formation of a Non-Profit for MHA.

B. Vacancy Reports – November 2016

Mr. D'Ascoli reported the maintenance department has done an excellent job keeping up with turning over units. We did have 2 units that went beyond the 21 day turn around due to the fact that they were heavily damaged. Our occupancy rates are at 98.88% which is excellent. The Public Housing side has been working with our legal firm to start sending out 14 day notices to tenants behind in their rent. By having our staff send out these letters it will reduce our legal costs. He also explained that previously in reporting bad tenant debt we had been including the legal expenses. The auditors explained to us that legal costs cannot be added to the tenant debt unless we have taken them to court and won the case. The initial legal cost should be added to Administrative expenses.

C. General Information

1. Election of Officers – Vice Chair

Chairman Howroyd noted that the position of Vice Chair is a yearly position. Currently Paul Rubin is serving as Vice Chair. Chairman Howroyd called for a motion. Ms. O'Neill moved to elect Paul Rubin for the position of Vice Chair for the 2017 session. Ms. Taylor seconded. Motion passed 4-0.

2. Modernization Report

Mr. D'Ascoli shared the progress on some of our projects. Currently there is an RFP out for landscaping and the proposal includes all three sites.

3. NERC-NAHRO 2017 Mid-Winter Conference

Mr. D'Ascoli requested that any of the Commissioners interested in attending this conference starting January 29 to let him know and he will get them registered. He did share there is an excellent workshop on the fundamentals of being a Commissioner. Should anyone take the 2 day seminar they will be certified as a commissioner.

4. CONN-NAHRO January 2017 Meeting

Mr. D'Ascoli requested any commissioner interested in attending to let him know.

VI. Chairman's Report - None

VII. Old Business -

Mr. D'Ascoli updated the Board on the Solar Field project. He is completing the paperwork to secure the financing for this \$2.91m project. We are working with Siemens and we are hoping to break ground late January or early February depending on the weather. HUD is encouraging housing authorities to find ways to save energy at their Federal sites. This project will take about 1 year to complete. This project will also include replacing boilers, water heaters, installing low flow toilets and electrical upgrades. MHA is the first Housing authority to have a solar field on their property.

We have been awarded by the State of Connecticut a \$3.6m grant for renovation of the Congregate. The Congregate has 37 units that are showing their age.

Chairman Howroyd commended that the State of Connecticut has made a commitment to improve housing units throughout the state. Spencer Village is state funded and is in need of an upgrade. We are hoping to apply for grants for that project.

VIII. New Business

1. Resolution 2016-36 – MHA Board of Commissioners Board Dates

Chairman Howroyd called for a motion. Ms. O'Neill moved to accept the MHA Board of Commissioners meeting dates. Ms. Creamer seconded. Motion passed 4-0.

2. Resolution 2016-37 – MHA Public Comment Date

Chairman Howroyd called for a motion. Ms. O'Neill moved to accept the MHA Public Comments dates. Ms. Creamer seconded. Motion passed 4-0.

3. Resolution 2016-38 – By-Laws for MHA Non-Profit Corporation

Mr. D'Ascoli reported our attorney Michael Wrona has reviewed the by-laws and said they look good. By forming a Non-Profit Corporation MHA will be able to take the funds earned from the Bond Issuance for Squire Village and the \$313k earned from that project. By putting those funds in a Non-Profit Corporation MHA would be able to use funds to purchase properties, rehabbing them and selling them. MHA could also purchase as an investment properties and form project based Section 8 housing units or creating housing for veterans. The name of this nonprofit corporation is Manchester Housing Corporation.

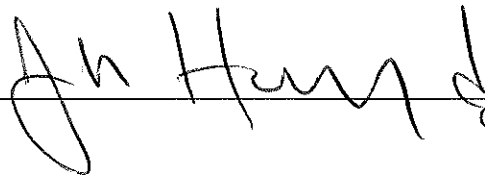
Ms. O'Neill moved to adopt Resolution 2016-38 By-Laws for MHA Non-Profit Corporation. Ms. Taylor seconded. Motion passed 4-0.

IX. Items for Future Agenda

X. Executive Session – None

XI. Adjournment

Chairman called for a motion to adjourn the meeting. Ms. O'Neill moved to adjourn the meeting. Ms. Taylor seconded. Motion passed 4-0. The meeting adjourned at 7:44 pm.



CHAIRMAN

1/18/2017



ATTEST

1/18/17