

October 8, 2014

Ada Lane

Attending: Chairman Josh Howroyd
Robert Shanbaum
Paul Rubin
Carol Shanley
Joseph D'Ascoli, Executive Director

I. Meeting Called to Order

Chairman Howroyd opened the meeting at 6:35 pm. and introduced the members. He welcomed residents of Ada Lane.

II. Public Comment – These minutes are intended to be an overview of the comments made and are not necessarily verbatim.

Ms. Pat Davis an employee at the Congregate on the weekends at Ada Lane addressed the Board. Ms. Davis commented that unit number 3 has not had heat for a few days, it was finally fixed yesterday. She also commented that residents complain to her about the meals that are served. There are two cooks Tom and Wayne; some of Tom's meals are okay but the meals served by Wayne are not good.

Ms. Fran Clemente 10 Ada Lane addressed the Board. She asked if something can be done about the door coming into the building. The door is not handicapped accessible and residents entering with groceries have a difficult time getting in. Chairman Howroyd commented the door does meet ADA code and MHA would have been sited if it was not, unfortunately it is difficult for residents with walkers. MHA has put this on the Capital Needs list.

Mr. D'Ascoli shared he received news yesterday from the State of Connecticut that two state developments Spencer and Ada Lane the State of Connecticut will investing approximately \$25m in both properties. This is a good deal from the state and it will be a multi year project.

Ms. Jeanette Winger Unit 19 addressed the Board. Ms. Winger asked with the flu season approaching if wall hand sanitizers could be installed in front of the elevators.

Ms. Barbara Carrigan 9 Ada Lane addressed the Board. She commented that some of the food is good while other times it is not. She would like to see some consistency.

Susanne daughter of Fran Clemente addressed the Board. Susanne mentioned that Security Guards are now covering the evening shifts, they are constantly rotating and residents don't feel safe.

Ms. Jeanette Winger commented about the food saying that some of the food items are not hot and even frozen in the middle. It is not cooked properly. The potato wedge are very greasy, this is not good for elderly people. Mr. D'Ascoli shared that food is prepared by an outside vendor and when he visits the residents on Fridays he hears that some like the meals and others do not. Residents have 3 choices for their meals.

Susanne, Fran Clemente's daughter mentioned that the portion sizes are small, soups are not hearty. Portion sizes are not consistent and her mother is diabetic and needs to monitor her food intake.

Mr. Marty Baser 27K Bluefield Drive addressed the Board. Mr. Baser mentioned that he is being harassed by another resident and he wants it to stop. Chairman Howroyd asked if he spoke with the property manager Steve Itsou and Mr. Baser said yes but nothing has been done.

Ms. Otilia Jones, employee of MHA addressed the Board. Ms. Jones shared she wrote a letter to Mr. D'Ascoli and she would like the Board of Commissioners to see it as well. Chairman Howroyd stated this item is going to be discussed in Executive Session and asked her to stay to share her comments.

The public hearing closed at 6:57 pm.

A. Discussion of Public Comments - None

- III. Adoption of Minutes – September 10, 2014 - Chairman Howroyd requested a motion to table the minutes of September 10, 2014. Mr. Shanbaum moved to table adoption of the minutes of September 10, 2014. Ms. Shanley seconded and the motion passed 4-0.

Chairman Howroyd asked to suspend the rules and move from the agenda item VI C-1 Executive Directors Report - Presentation from Security Energy by Jodi Maurer SVP of Business Development. Ms. Shanley so moved. Mr. Shanbaum seconded and motion passed 4-0.

Ms. Jodi Maurer, SVP of Business Development from Secure Energy addressed the Board. Ms. Maurer stated she works with over 70 housing authorities and helping to secure good electrical rates for them. She explained that she looks at the utility market and currently the utility rates are high and it might be best if MHA entered into a short term contract until the rates drop. Currently MHA has a good rate of .899. She is looking to lock in a rate for 11 months which will help save money budget wise. Mr. D'Ascoli added that HUD looks favorably at housing authorities locking in rates to save money. Ms. Maurer added she is looking to get the best rate possible for the longest period of time. Question was asked about the number of utility suppliers and Ms. Maurer explained this list shows companies that have better kilowatt rates at

this time. These companies have agreed to hold the rates and she does not know how long they will hold the rates and suggests MHA lock them in as soon as they can.

IV. Correspondence

A. HUD – PHAS (Public Housing Assistance System) score for FYE 9/30/2013

Mr. D'Ascoli reported he received notification from HUD the PHAS scores for MHA for FY2013. MHA was scored 88 out of 100 points giving us a rating of Standard Performance.

B. HAI Group – Receipt of the Low Loss Ration Award

Mr. D'Ascoli shared MHA was awarded the Low Loss Ration Award for the fewest claims for the years 2010-2012.

C. Town of Manchester – Registrars of Voters – Thank you note

Mr. D'Ascoli explained that the Registrar of Voters had a training session and utilized the Community room at West Hill Gardens. They were delighted with the room and help given by MHA staff.

Chairman Howroyd asked to suspend to consider going into Executive Session at 7:15 p.m. Mr. Rubin so moved, Mr. Shanbaum seconded and motion passed 4-0.

Chairman Howroyd asked for a motion to end Executive Session at 8:00 pm. Mr. Rubin moved, Ms. Shanley seconded and the motion passed 4-0. No resolutions were made during Executive session.

V. Accounts Payable

Mr. D'Ascoli reported no issues. Question was asked about Taylor Landscaping and Mr. D'Ascoli said this was the company that completed the patios at Mayfair Gardens.

VI. Executive Director's Report

A. Financial Statements – Mr. D'Ascoli reviewed MHA's financial statements for year end. He stated MHA is in good shape. He also shared that next year he will be working with the property managers see if we can get residents signed up for ACH payments so staff will not have to deal with processing checks on a monthly basis.

B. Vacancy Reports

Mr. D'Ascoli reviewed the vacancy report and expressed gratitude with the staff and property managers getting units ready for occupancy in a timely manner.

C. General Information

1. Presentation from Secure Energy – Jodi Maurer, SVP for Business Development – See above
2. Letter of Agreement from CL&P (Energy Efficiency Services: for May Fair Gardens

- We have received a letter of Agreement from CL&P to do an energy audit free of charge to MHA to have an energy audit done of the units. A third party vendor will come in and review the unit's energy efficiency. They will install new energy efficient light bulbs. This is free of charge and this would have cost MHA approximately \$22k. We have been speaking with Mr. Watts from CL&P and we have had discussions about possibly replacing some of the refrigerators that are more energy efficient.
3. Letter of Agreement from CNG (Energy Efficiency Services) for West Hill Gardens - Mr. D'Ascoli reported that CNG will be checking out the attics adding insulation, weather stripping windows and doors. This is will be done by a third party vendor hired by CNG and if MHA contracted to have this done it would have cost \$64k. This is a huge benefit and savings to MHA.
 4. Upcoming 2015 Board Meeting Dates and Sites
Mr. D'Ascoli handed out a proposed agenda for Board meetings for 2015. He asked the commissioners to review and let him know if there are any conflicts with the dates. Mr. D'Ascoli also commented about the Public Comments section of the meeting. He stated that according to meeting by-laws residents should sign up to speak at meetings, give their topic of discussion and be held to 5 minutes for comments. Chairman Howroyd asked if the Commissioners wanted to continue going to the different sites and all agreed it is a good idea. He also mentioned in lieu of Public Hearings to schedule a resident comment meeting where two of the Commissioners would go to the different sights and meet with residents to hear their comments and concerns. This was something that he did as a member of the Town Board of Directors and it seemed to be well received.
 5. Board of Commissioners (Term Limits)
Mr. D'Ascoli reviewed the terms of the Commissioners. Chairman Howroyd shared that the term for the Vacancy of the Tenant Commissioner will expire November 2018.
 6. Newspaper Clippings from Ribbon Cutting Ceremony at Spencer Village m- Mr. D'Ascoli shared photographs taken at the ribbon cutting ceremony that was held at the Community Garden at Spencer village. It was well attended by Town and State officials.
- Mr. D'Ascoli also reported that 8 handicapped showers are being installed in response to requests for Reasonable Accommodations by residents. Water heaters have been replaced a McGuire Lane. Boilers at 64-66 Regent Street have been replaced. The roof at 32 McGuire Lane has been replaced just to mention a few projects we are working on.
- Mr. D'Ascoli shared he does have a meeting scheduled with Scot Shanley, Ryan Barry and Tim O'Neil to discuss the maintenance contract for North Elm Street scheduled for

this Friday. He shared he was able to locate the original agreement with the Town for the management of the property at North Elm Street. Mr. D'Ascoli did express he has some major concerns about the Capital needs assessment; there is approximately \$600k worth of repairs that need to be done at this property. MHA is not fronting the money for this, the Town is the owner and MHA is the management company. He also has concerns about conflict of interest with Mr. Barry being our Attorney and the Town Attorney. Mr. D'Ascoli explained that he is looking out for the best interest of the Town and MHA. Chairman Howroyd shared MHA needs a longer term agreement with the Town and this property has been a revenue source for the Town. They need to wean themselves off this revenue, because there are significant capitol needs at this property.

VII. Chairman's Report - None

VIII. Old Business

Mr. D'Ascoli mentioned that he has been doing quite a bit of traveling and he asked if it would be possible to assign a "point person" handle items during his absence. The Board agreed that is up to the discretion of the Executive Director.

IX. New Business

A. Resolution 2014-15 – To execute HUD form 53012A Consolidated Annual Contributions Contract (CACC) which is intended to replace all ACC prior to 1994.

Mr. D'Ascoli shared he sent the new forms to Andrew Holdings and he has reviewed them and approved it is okay for us to sign.

Mr. Rubin moved to Adopt Resolution 2014-15 to Execute HUD form 53012A Consolidated Annual Contributions Contract (CACC). Mr. Shanbaum seconded and motion passed 4-0.

B. Resolution 2014-16 – To execute an 11 month contract with Secure Energy thru Liberty Power pertaining to Energy Service Enrollment Agreement.

Chairman Howroyd asked for a motion to approve Resolution 2014-16 to execute an 11 month contract with Security Energy thru Liberty Power pertaining to Energy Service Enrollment Agreement. Mr. Rubin so moved, Ms. Shanley seconded and the motion passed 4-0.

C. Resolution 2014-17 – To adopt the new FMR that was established by HUD effective 10-1-14

Mr. D'Ascoli reported that HUD has established a new FMR and the MHA is at 92% of the FMR, which reflects no change to the payment standards for our Section 8 residents. Mr. Shanbaum moved to adopt Resolution 2014-17 the new FMR that was established by HUD effective 10-1-14. Ms. Shanley seconded and the motion passed 4-0.

- X. Items for Future Agenda - None
- XI. Executive Session – See above
- XII. Adjournment

Chairman Howroyd asked for a motion to adjourn. Mr. Shanbaum moved to adjourn the meeting at 8:44 pm. Ms. Shanley seconded and the motion passed 4-0.

CHAIRMAN

ATTEST: _____