

July 1, 2014

Westhill Gardens

Attending: Chairman Josh Howroyd
Robert Shanbaum
Joseph D'Ascoli, Executive Director

Absent Paul Rubin
Carol Shanley

I. Meeting Called to Order

Chairman Howroyd opened the meeting at 6:25 pm. and introduced the members. He stated we do not have a quorum but we will proceed with public comments. We can discuss business but no formal action will be taken.

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

Mr. George Sheffield 11 Bluefield Drive addressed the Board. Mr. Sheffield asked why there is no bathroom in the laundry room on McGuire Lane. He also reported there are problems with the water draining and sometimes water backs up into the washing machines. Mr. D'Ascoli said he will take a look at this and now that we have Mr. Gary Sweet working on our 2013-2014 capital improvement plan we will see what we can do to accommodate this request.

Mrs. Evelyn Babella Bluefield Drive addressed the Board. Mrs. Babella wanted to commend the Board for selecting Mr. D'Ascoli as the new Executive Director.

The public hearing closed at 6:40 pm.

A. Discussion of Public Comments

Mr. D'Ascoli said he will check into the drainage issues in the laundry room and also see if it is possible to install a bathroom in that space.

III. Adoption of Minutes

- A. Meeting of April 15, 2014
- B. Meeting of May 21, 2014

IV. Correspondence - None

V. Accounts Payable

Mr. D'Ascoli reported no issues.

VI. Executive Director's Report

- A. Financial Statements
- B. Vacancy Reports

Mr. D'Ascoli reviewed the vacancy report with the Board. He reported we are at 98% from October 1, 2013 to June 30, 2014, which reflects a 2% increase from the prior period. The loss of income went down from \$60,000 to \$38,000. The maintenance crew and property managers have done a terrific job getting units up and ready.

C. General Information

Mr. D'Ascoli reported that he has hired Mr. Robert Counihan "Boomer" (check spelling) as our fee accountant. Mr. D'Ascoli wants to be sure MHA books are accurate and wants the property managers to be more involved with the budget for their properties. The property managers along with Gary Sweet will meet with Boomer and review the budgets so they know what is available for funds for any replacements/repairs that need to be done. Case in point the dishwasher at the Congregate broke and Boomer was able to assure us that we had the funds to replace it.

Mr. D'Ascoli commented he has reviewed the finances and with the exception of the SERP John D'Amelia program everything looks good. We want to be sure the COCC program properly reflects our financial status because this program should be showing a profit not a loss. He will have more information at the September Board meeting.

Mr. D'Ascoli wants to be sure the Board is comfortable reading our financial reports. He would like to schedule a meeting with Boomer and the Board members to review the financial reports. Chairman Howroyd suggested since our next meeting is not until September to email out to the Board the July statements. Mr. D'Ascoli has asked Boomer to create some "crib notes" that will help explain the budget.

Mr. D'Ascoli shared he met with the residents at Westhill Gardens two separate days last week. Both sessions were well attended by residents. He gave them an overview of how the housing authority operates and gave a brief explanation of funding involved in that. Residents did ask if it would be possible to get some benches around the complex. He did share with them with the tight financial situation he would have to choose to replace the roofs rather than benches. He did assure them he would do the best job he can to see if that request can be fulfilled.

VII. Chairman's Report

VIII. Old Business

IX. New Business

Mr. D'Ascoli reported he has hired Mr. Counihan as our Fee Accountant and he is doing a tremendous job. Mr. Michael Klug has tendered his resignation so we need to have somebody doing the books and should the situation change with Mr. Counihan we would look at hiring someone. Mr. D'Ascoli wants to be sure we have the funds to hire a full time person.

We have several RFP's that we have put out to bid. Those items are Towing, completing the remaining patios at Mayfair Gardens; the sewers at McGuire Lane and purchase of Ice melt for the winter season. The water heaters at 39 Bluefield need to be replaced and we are looking at installing tank less ones. They would provide hot water on demand. Boilers at 64-66 Regent Street need to be replaced. We are

looking for a redevelopment consultant for Spencer Village. We have been speaking with Penny Fisher, Asset Manager at CHFA. She visited the Congregate and Spencer Village because these are our stressed properties. She was impressed with our vision to have a two phase development at Spencer Village, to increase from 80 to 160 units. The development would be multi level with an elevator system to accommodate our elderly and disabled. Since that meeting Mr. D'Ascoli said he has received several emails from CHFA and they are willing to back this plan. Mr. Sweet and Ms. Bertrand will be attending meetings scheduled for July 18 to discuss this further. Chairman Howroyd said Spencer Village has been on CHFA's priority list. They understand that as is Spencer Village cannot sustain itself long term due to the capital needs and financial situation and CHFA very much wants MHA to succeed with the plan for Spencer Village.

Mr. D'Ascoli added with regard reasonable accommodations with the showers for ADA. The first person on the list should be getting their new shower within the next two months. We are making some headway with making improvements as funds become available.

Mr. D'Ascoli met with folks from the Town and they shared that MHA used to have two part time Resident Service Coordinators. The Town requested, at no expense to MHA to have a part time Service Coordinator come here. All we need to provide is office space for this person to work from and to get a description from our existing person RSC Mary Ann Murray as to what this person would be doing. We would not be able to have this person come on board before September as we have to secure some office space for this person. Chairman Howroyd added there was a time that the Town partially funded one of the resident service coordinator positions. Mr. D'Ascoli said the Town would cover all expenses for this person. All MHA has to do is provide the working space. Chairman Howroyd shared it is a win-win for us because we do have a high concentration of town residents that do require various social services.

Mr. D'Ascoli shared we should be hearing about funding for a new generator for Spencer Village. Once that is secured we will put out an RFP.

Mr. D'Ascoli noted we have rehired Gary Sweet Modernization Coordinator. In our personnel policy it discusses a 6 month probationary period where employees do not accrue sick or vacation time. He is asking the Board to possibly wave that policy due to the fact that Mr. Sweet is a previous MHA employee. Chairman Howroyd commented it is a unique set of circumstances and makes sense and it would require a Board vote.

Mr. D'Ascoli reviewed the Capital Fund Program with the Board. He explained there is a one year and five year capital improvement plan. The Board needs to have a special meeting prior to July 15 to vote on this plan. The forms for this plan require signatures from the Chairman of the Board, MHA Executive Director and the Town Manager and the forms need to be submitted by the July 18 deadline. The HUD office indicated that the forms need to be submitted even though we have not had our public hearing. Public Haring notices need to go out 45 days in advance and if we did that first we would miss the July 18 filing deadline.

Mr. D'Ascoli shared he met with Jennifer Gottlieb and Dwoun Byrd and several people from MARC regarding units on Madison Street and Lisa Drive and Westhill Garden. These are three bedroom units and they are used like a group home. This arrangement went back about 12 years. One unit has three

people, another unit has two and Madison Street has two people in a 3 bedroom unit. MARC gets special funding and they would lose that funding. So a suggestion was made to get permission from family members to move one resident into Lisa Drive and the other one could be moved into one of our one bedroom units SRO. Chairman Howroyd commented that our scattered sites are the only places where we can house families and we have two units tied up with residents from MARC. Through attrition MARC should be looking at other alternatives to move these individuals out of our development.

Mr. D'Ascoli reported that Michael Klug has resigned. We will be looking to replace him with either a CFO or Fee Accountant. We will weigh both options and come back to the Board with a recommendation.

Mr. D'Ascoli reported he has rewritten the Section 8

Chairman Howroyd reported he will work on documentation for selecting a Tenant Commissioner.

- X. Items for Future Agenda
- XI. Executive Session
- XII. Adjournment

Meeting adjourned at 7:40 pm.

CHAIRMAN

ATTEST: _____