

July 10, 2014

Westhill Gardens

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

- I.
- II. Meeting Called to Order

Chairman Howroyd called the meeting to order at 3:30 pm. He stated the previous meeting did not have a quorum but public comments were heard.

III. Adoption of Minutes

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

Chairman Howroyd called for a motion to approve the minutes. Motion was made by Carol Shanley to approve the minutes of April 15, 2014 and May 21, 2014. Mr. Shanbaum seconded. Motion passed 4-0.

IV. Executive Director's Report

Mr. D'Ascoli reported the Financial Statements and Vacancy Reports were reviewed at the meeting. He shared that Mr. Robert Counihan "Boomer" has been retained as our fee accountant. If the Board has any questions Boomer is more than willing to go over the reports with them. Chairman Howroyd commented that Boomer has been a great asset and is a pleasure to work with. Mr. D'Ascoli added that Boomer brings a great deal of experience with housing authorities. He is a retired fee accountant from the East Hartford Housing Authority and was an Auditor for the State of Connecticut. Mr. D'Ascoli stated since the resignation of Michael Klug MHA wanted to be sure that the books are accurately being kept.

Mr. D'Ascoli commented the Vacancy report looks extremely well and we have made significant progress of the last two years. As we have improved the amount of time it takes to rehab units the loss of income has gone down 2%. HUD standard is for units to be turned around in 21 days.

V. Old Business

Mr. Rubin asked where we stand with the Tenant Commissioner process. Chairman Howroyd said he has a meeting scheduled with Mary Ann Murray and Joe D'Ascoli to discuss.

VI. New Business

Chairman Howroyd asked for a motion to add two resolutions, Resolution 2014-8 Discussion pertaining to Gary Sweet Annual/Sick Accrual and Resolution 2014-9 Award contract to Taylor Landscaping for the remaining Patio and Privacy Fences for Mayfair Gardens to the agenda. Ms. Shanley moved to add Resolutions 2014-8 and 2014-8 to the agenda. Mr. Rubin seconded. Motion passed 4-0.

- A. Resolution 2014-7 PHA Plan including Capital Fund Program Annual Statements and 5 year Action Plans
Mr. D'Ascoli said this resolution requires signatures from MHA Executive Director, Chairman Howroyd, and Town Manager Scott Shanley in order for the forms to be submitted by July 18. The HUD office indicated that the forms need to be submitted even though we have not had our public hearing. Public Hearing notices need to go out 45 days in advance and if we did that first we would miss the July 18 filing deadline. He has spoken with Jennifer Gottlieb from HUD and she is aware of the late filing of this request. Mr. D'Ascoli added that Mr. Gary Sweet has been instrumental in getting all the information together for this. Mr. D'Ascoli shared he will be meeting with the Resident Advisory Board to review these plans and answer any questions they may have. Chairman Howroyd shared that residents are appreciative of being informed as to what is going on at their complexes.
- MHA Board of Directors will not meet again until September 10 but should HUD require anything further Mr. D'Ascoli said he will call a special meeting.
- B. Mr. Rubin moved to accept Resolution 2014-7 PHA Plan including Capital Fund Program Annual Statements and 5 year Action Plans. Mr. Shanbaum seconded. Motion passed 4-0
- C. Resolution 2014-8 Discussion pertaining to Gary Sweet Annual/Sick Accrual – Mr. D'Ascoli explained to the Board that Gary Sweet was a former employee of MHA and he would like the Board to approve a waiving of the 6 month probationary waiting period for an employee to start accruing vacation and sick time. Mr. Rubin asked how long Mr. Sweet had been employed at MHA and how long he had been gone. Mr. D'Ascoli said he did not have the information but added that Mr. Sweet has been a great asset to the team and as soon as he was rehired he “hit the ground running”. Mr. Rubin moved to adopt Resolution 2014-8 Discussion pertaining to Gary Sweet Annual/Sick Accrual. Ms. Shanley seconded. Motion passed 4-0
- D. Resolution 2014-9 Award contract to Taylor Landscaping for the remaining Patio and Privacy Fences for Mayfair Gardens – Mr. D'Ascoli reported more than half of the patios and privacy fences at Mayfair Gardens have been replaced and he is looking to complete this project. An RFP was published and the company that had done the prior work submitted a bid of \$36,000 to complete the project. Funds were put aside for this project but we wanted to be sure we had the paperwork in place before finishing the remaining units. Ms. Shanley moved to adopt Resolution 2014-9 Award contract to Taylor Landscaping for the remaining Patio and Privacy Fences for Mayfair Gardens. Mr. Shanbaum seconded. Motion passed 4-0.

Mr. D'Ascoli shared with the Board that MHA has also put out several other RFP's including Towing, 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. Boilers at 64-66 Regent Street need to be replaced. We are looking for a redevelopment consultant for Spencer Village. Also he has spoken with Penny Fisher, Asset Manager at CHFA and 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. 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 said he plans to meet with the Town Mayor to discuss this further. Mr. Rubin asked why two story. Mr. D'Ascoli explained increasing from 80 to 160 units will make them self-sustaining. He also shared adding to the Congregate from 37 to 44 units will also be self-sustaining.

VII. Items for Future Agenda -

Mr. D'Ascoli shared he has finished revising the Section 8 ACOP. Some of the changes include entering into repayment agreements should participants commit fraud of not reporting income and making immediate changes to increases in income. Both of these changes will benefit MHA financial situation. If approved these changes will take affect October 1 to coincide with the Annual Plan and SEMAP.

VIII. Executive Session

Mr. Shanbaum moved to go into Executive Session at 4:00 pm (CHECK THE TIME WITH JOSH). Ms. Shanley seconded. Motion passed 4-0

IX. Adjournment

Meeting adjourned at 4:20 pm.

CHAIRMAN

ATTEST: _____