

September 10, 2014

Pascal Lane

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

Absent Carol Shanley

I. Meeting Called to Order

Chairman Howroyd opened the meeting at 6:40 p.m. and introduced the members. He welcomed the residents of Pascal Lane.

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

Mr. Mike Kelly 22 Case Drive addressed the Board. Mr. Kelly stated there was an incident in July with a neighboring tenant and said that this neighbor has been harassing him. There is a witness to this particular incident. The police were called and this was also reported to the property manager Steve Itsou. Mr. Kelly asked what can be done about this.

Ms. Valerie Roach 14 B McGuire Lane addressed the Board. Ms. Roach commented that from her front yard she could hear the yelling from Mr. Kelly's unit. She asked that Steve Itsou look into this because it is very disturbing.

Mr. Henry Gladstone 50 C Pascal Lane commented that he does see the police sitting in their car in the parking lot. Chairman Howroyd explained that MHA appreciates the police making their presence known. When officers have to write their reports they do so in our parking lots, providing visibility and deterring vandalism.

Ms. Nicole Seymour 50 B Pascal Lane addressed the Board. Ms. Seymour asked why residents don't have parties anymore in the Community Room and she stated she misses that. Chairman Howroyd said that residents are welcome to use the Community Room at anytime and encouraged them to do so.

Mr. Henry Gladstone 50 C Pascal Lane addressed the Board. He asked if the Board has looked into alternative electric companies to save on electrical costs. Mr. D'Ascoli shared he has spoken to an alternative electrical supplier about a better price on kilowatt hours. Unfortunately the company did not get back to him in time for him to put it on the agenda for this meeting. He will get this item on the agenda and have a representative from this service provider give a presentation to the Board next month. Mr. Gladstone asked if another thermostat could be installed in the units in their storage area so they don't have to heat that space. Mr. D'Ascoli explained the units only have one zone heat.

Chairman Howroyd commented making improvements to these units is a priority project for State of Connecticut. Mr. D'Ascoli added he has been speaking with the Department of Housing (DOH) and MHA was trying to put in a proposal to them by January 2015 but there are many considerations that need to

be put in the proposal and we won't have all that information for the January deadline. MHA goal is to have all this information for a June 2015 proposal. If that goes well MHA could possibly see something by January 2016 for the State to approve. Question was asked about the cost and Mr. D'Ascoli shared the State has put funds aside for this.

Ms. Mary Ann Murray announced that MHA has been awarded a \$40k grant for a generator for Pascal Lane.

Ms. Nicole Seymour addressed the Board. She asked if something could be done about painting the lines on the parking spaces, she has asked about this several times. People are parking all over the place.

Ms. Kathy Koslovich Mayfair Gardens addressed the Board. Ms. Koslovich reported maintenance came and looked at her kitchen cabinets and put a piece of wood in the bottom under the sink which has helped. She was told by maintenance that nothing can be done about the doors because the wood is all warped. She asked why residents can't get new appliances and cabinets. Anyone moving into the complex have whole new kitchen, what about the residents that have been living there a long time. Chairman Howroyd explained that is it easier to rehab units when they are empty.

Ms. Valerie Roach McGuire Lane addressed the Board. Ms. Roach explained that she wears leg braces and it is difficult for her to get around and accommodate the curbs. She asked if signs could be posted in front of the handicapped sidewalk ramps to stop people from parking their cars in front of them. Chairman Howroyd shared it is part of MHA Capital improvement plan to install more curb cuts and mark them.

Ms. Nicole Seymour reported the sidewalk in front of 40 C is raised and is a definite tripping hazard. She asked is something can be done about it before winter.

The public hearing closed at 7:00 pm.

A. Discussion of Public Comments - None

III. Adoption of Minutes – July 10

Chairman Howroyd requested a typing correction to the resolution 2014-8 in the minutes. He requested a motion to approve the minutes as amended. Mr. Rubin moved and Mr. Shanbaum seconded to approve the minutes of July 10 as amended. Motion passed 3-0.

Chairman Howroyd asked to suspend the rules and move item 2 items on the budget. From the Executive Directors Report, move the Financial Statements and under New Business Approval of the Federal Operating Budget ending 9/30/2015 Resolution 2014-10. Mr. Rubin moved to suspend the rules and to move those items. Mr. Shanbaum seconded and motion passed 3-0.

Mr. D'Ascoli explained in order to begin our fiscal year a requirement is that we need to have a resolution for the operating budget to be approved by the Board. Once the Board approves the budget, the Chairman will sign and Mr. D'Ascoli said he can then submit MHA's budget to HUD.

Mr. Counihan reviewed the budget for the Board. As far as the Federal goes they are going up to 83% and that is what we figured into MHA's 2015 budget. To create the budget Mr. Counihan averages all the line items over the last three years as they appear in the financial statements. With the salary a small increase, 2% was built in for the employees. MHA has two AMPS, AMP I and AMP II; one makes money and the other does not. Under the federal guidelines, at end year housing authorities can transfer money from one to another so they both break even. If we know what our funding is in January we can always change the budget to reflect the additional funding. This budget does reflect MHA's current financial situation.

Mr. D'Ascoli shared MHA will be looking into alternative power sources and Secure Energy will give a presentation to the Board at the next meeting. Mr. D'Ascoli noted the budget presented here tonight reflects a 2% increase for all the staff and that will take effect October 1, 2014. Chairman Howroyd asked for a motion to approve Resolution 2014-10 the Federal Operating Budget for October 1, 2014 to September 30, 2015. Mr. Shanbaum moved, Mr. Rubin seconded, and the motion passed 3-0.

Financial Statements – Mr. Counihan reviewed the financial statements and he is happy to provide any information that the Board requires. There are different fiscal year ending dates; the Congregate and North Elm Street end on June 30. AMP I and II end September 30 and might show a slight profit for the end of the year. The State Elderly is showing a 25% to 30% loss for the year. The Congregate for the first two months of their fiscal year is doing well. North Elm Street breaks even month to month for the Town. COCC is showing an increase going forward that receivables from the SERT and the Congregate are charged to this cost center. This needs to reassess this moving forward. Section 8 shows the Unrestricted Net Assets (UNA) and Restricted Net Assets (RNA) and those figures have to stay. Section 8 program is getting enough money coming in because HUD has increased the admin fees. The SERT program is paying for itself well without paying the COCC and we may want to it off the books and let it go.

Chairman Howroyd commented about the John D'Amelia program and going forward MHA needs to have a long term strategy for this program and make it more viable. It probably means we have to grow the program in order to make it more cost effective. Mr. D'Ascoli shared he plans to meet with John D'Amelia and discuss MHA's participation and to get into a contract with them.

IV. Correspondence

A. HUD – VMS Close-Out Letter - Mr. D'Ascoli reported that back on July 28 he received a confirmation letter from HUD with regard to our Voucher Management System (VMS) review that took place shortly after his arrival. There were two small findings and he responded back to them and this letter states we are now in compliance.

V. Accounts Payable - Mr. D'Ascoli reported no issues.

VI. Executive Director's Report

A. Financial Statements – done above

B. Vacancy Reports

Mr. D'Ascoli reviewed the vacancy report and shows results from January 1 to September 9, we have two units being worked on, 5 are ready to lease up and 5 ready to be offered. Looking at the

numbers we are 98% utilized. The maintenance department and property managers have done a tremendous job keeping up with this.

Mr. Rubin asked about North Elm Street showing available April 30. Mr. D'Ascoli explained this property is owned by the town and MHA are the property managers. He has been discussing this issue with them; the units are not ADA compliant and he has discussed this with our attorney and the town attorney Tim O'Neill and Ryan Barry. Currently MHA does not have a contract on file with the Town and we do not know who is responsible for what. We don't know what the legality is with as far as roof repairs, and who is responsible for making those repairs and getting the financing to make those repairs. The Town wants us to amortize funding for these repairs. The cost of repairing the roof is over \$200k. None of the units are ADA compliant, with grab bars and no walk-in showers. Mr. D'Ascoli noted that at West Hill Gardens there are 8 units that are having renovations made to their bathrooms as we speak. Bathtubs are being removed and walk-in showers are being installed.

C. General Information

1. Project Number MHA 2013-13 Sanitary Sewer – The work on the sewer lines on McGuire Lane was completed on August 20th.
2. Project number MHA 2013-04 Boiler Upgrades
3. Project Number MHA 2013-07 Ice Melt System Installation – We are still working on getting pricing for the ice melt.
4. Project Number MHA 2013- Water Heater Upgrade – We are nearing completion on this project.
5. Project Number MHA 2014-02 Roof Upgrade - One section of units on McGuire had a new roof installed. The company did a tremendous job. The company also said they would be putting in a bid for the other roof replacement we are working on.
6. Security Upgrade for MHA Officer - Next Mr. D'Ascoli discussed getting a security upgrade for the MHA office building. When he first arrived at MHA he saw there is no alarm system for the building. So one of the first things he did was to change all the door locks. He wants to create a friendly environment for participants, visitors and vendors while at the same time creating a safe environment for the employees. He handed out a copy of a floor plan for the changes to be made to the office space creating an enclosed area for the receptionist and locked doors to enter the office area. Mr. D'Ascoli added he anticipates some changes with the John D'Amelia program and once he meets with John we may end up getting more vouchers and we may need to add to staff. So with that anticipated change we will need to rearrange the existing office space to accommodate those changes. Chairman Howroyd in terms of promoting more use of the Community room by the residents, there are still a few measures we have to do to get there but securing the office space. The receptionist will now have a view of the front door and for people to have access to the office they will have to be buzzed in. Mr. D'Ascoli said that safety for the staff comes first. He also shared that next month the Town of Manchester will be using this space for some resident training and we will have to have an employee come and open and close the building that day. Gary Sweet is working on the specks and putting together an RFP so hopefully by the end of the year we will have it completed.
7. Competitive Resource Inc. – Energy Assessment for West Hill and Mayfair sites Competitive Resource Inc. energy assessments for West Hill and Mayfair Gardens. – Mr. D'Ascoli shared he met with this company last month and they proposed coming in and testing about 10% of our housing units free of charge. He received a telephone call yesterday from Mr. Watt, a representative from CL&P. Mr. Watt said that Mayfair Gardens has been awarded an energy assessment for all the units free of charge. They will come in and weather strip doors and

- windows, seal air leaks and replace all the light bulbs with energy efficient ones. This will start in November. Mr. D'Ascoli questioned how this is possible and Mr. Watt said that CRT will do the proposal, which would cost MHA about \$80,000 but CRT cannot tell MHA that it would be done for free. Mr. D'Ascoli will get the paperwork and have Attorney Holding look it over and if all goes well the assessment will be done in November at no cost to MHA. With respect to West Hill, Mr. Watt shared that about 80% of the units would fall into this category we will look at this for these units as well.
8. NERC-NAHRO Training to be held at MHA on Sept. 23, 2014 (Coaching Employees to Succeed, Documenting the Case for Discharge) Mr. D'Ascoli announced there will be NERC NAHRO training session offered in Manchester. Housing authorities that host any of the National Narro training sites those employees and Commissioners would be able to attend free of charge. Two topics are being offered Coaching Employees to Succeed being held on Tuesday, September 23 and on Saturday, November 8 will be the Commissioners Guide.
 9. NERC-NAHRO Training to be held at MHA on Nov. 8, 2014 (Commissioners Guide to Understand and Monitoring Agency Operations and Programs
 10. Meet & Greet @ Mayfair Garden on 8/13 and North Elm on 8/14 - Mr. D'Ascoli shared both were well attended by residents. Next he will see about meeting residents at the scattered sites.
 11. Approval of MHA Annual Plan - Received an approval letter from HUD for MHA's One year and five year plan.
 12. HUD 53012A for MHA ACC (need resolution after review by attorney) – Mr. D'Ascoli reported HUD was not able to find a copy of the ACC that was signed in 1995 but we do have a copy of this contract that was signed by Carol Shanley past executive director and signatures from HUD. HUD is insisting that we have a newer version completed by November 15. One change is about family members cannot work at a housing authority. We do have two family members working at MHA, our Section 8 inspector Joe Walsh and his wife Ann Walsh works for the John D'Amelia program. We need to get clarification of that is a conflict. Mr. D'Ascoli said HUD says we have until 11/15 to comply with this. He will have this looked at by our attorney because we do have a signed document and he does not feel it is necessary to have a new ACC signed by the Chairman if we have a signed document that is dated after 1994. Mr. D'Ascoli said he wants to have our attorney argue this out with a HUD attorney.
 13. Discussion to possibly enter into an Employment Contract for Part-Time HQS Inspector (Joe Walsh) after review by attorney - Mr. D'Ascoli shared he could not find a contract with our inspector Joe Walsh. Currently he gets paid \$30 per inspection and reimbursed for mileage. Mr. D'Ascoli wants to get a clear understanding of the ACC in regards to HUD. We do need to have a contract with our inspector.
 14. Town of Manchester – CDBG Annual Action Plan – Emergency Generator for Spencer Village - As mentioned earlier the Town of Manchester has awarded MHA with a \$40,000 for a generator. We have to wait because CDBG is a federally funded program and we have 45 days before the money can be disbursed. Hopefully by October 1 we will get this money and then we can put out an RFP for the generator.

Mr. Rubin commented he is concerned with a possible conflict of interest between Ryan Barry who represents us and discussions with Town Attorney Tim O'Neill. Mr. Shanbaum remarked he thought there was a contract with North Elm written back in about 1987 or 1988 and he was not aware of any question that MHA was responsible for maintenance and the Town was responsible to pay for it.

Any high expense items MHA was to get the Town's approval before starting any work. Mr. D'Ascoli added he cannot find a copy of the contract nor can the Town find a copy of this contract. Mr. Rubin asked if Mr. Barry had voice any issues of conflict of interest and Mr. D'Ascoli said it was not brought up. Mr. D'Ascoli also mentioned that MHA has not been charging the Town for all the services that we provide for maintaining this property and that has now been taken care of. This whole issue was brought to MHA's attention because a Section 8 participant was looking to move into one of these units but none are ADA compliant. It would take between \$12,000 to 15,000 to make this unit ADA compliant. Gary Sweet went to the Town and they said that MHA should be amortizing the funding. Mr. D'Ascoli said since the Town owns this property outright and they should be the ones coming up with the bond money to make this happen and not MHA. Mr. D'Ascoli reported that the Town does have \$60,000 in reserves. Mr. Rubin remarked that the Town are the owners of this property (North Elm Street), and MHA receives a fee for management services of this property. The management company should not be fronting money to renovate their property. Mr. Rubin added that the Town Attorney should not be representing us in this negotiation.

Mr. D'Ascoli commented to the Board that because he is in an out of the office at various meetings he has been thinking that he needs an assistant or a "go to person" for staff to go to in those instances. Chairman Howroyd shared this is under the prevue of the Executive Director. Mr. D'Ascoli said he will keep the Board informed.

VII. Chairman's Report - None

VIII. Old Business - None

IX. New Business

- A. Resolution 2014-10 Approving Federal Operating Budget for Fiscal Year End 9/30/2015 – completed above
- B. Resolution 2014-11 Approving HCVP Revised Admin Plan - Mr. D'Ascoli shared he has revised the Administrative Plan. One change is to income requirements for Section 8 participants. Currently if they have an increase in their income it is noted in the file but no changes are made until their recertification. Starting October 1 the changes will be effective immediately. Chairman Howroyd asked for a motion to approve Resolution 2014-11 HCVP Revised Administrative Plan. Mr. Rubin so move, Mr. Shanbaum seconded and motion passed 3-0
- C. Resolution 2014-12 Approving Policy and Procedure for Selection of Tenant Commissioner– Chairman Howroyd explained that he did contact other Housing Authorities to see what their policies are for Tenant Commissioners, and some of them are quite elaborate. MHA does not need anything so elaborate. MHA needs to notify the tenants that we are looking for a Tenant Commissioner and give them time to respond in writing. We can tell them that our statute is our policy. Chairman Howroyd suggested putting out a notice to the tenants that we have an opening. We don't need to adopt a policy but rather a plan of action and members agreed. The first step is to draft a notice letter to get out to the tenants as soon as possible. He asked that Mr. D' Ascoli send a draft of this letter to the Board members for their review.

Chairman Howroyd asked for a motion to remove Resolution 2014-12 from the agenda. Mr. Shanbaum so moved, Mr. Rubin seconded and the motion passed 3-0.

- D. Resolution 2014-13 Approval Federal & State Public Housing Leases - Mr. Shanbaum asked why this is necessary. Mr. D'Ascoli explained we have State, Federal and Congregate and all the leases we had in effect were old and need to be updated. He got copies from other housing authorities and Steve Itsou was able to re-write the leases including updating the maintenance fee charges that will go out to residents. The updated changes will have to be submitted to the State of Connecticut. Mr. D'Ascoli said he feels confident that we have updated the leases for State, Federal and the congregate housing units. Chairman Howroyd asked about North Elm Street and Mr. D'Ascoli explained because we do not have a contract with the town and they are the owners of the property they should be providing their own lease and not MHA. Chairman Howroyd added the last time leases were reviewed we tried to standardize them and it would be prudent for us to make changes to leases for North Elm. Mr. Shanbaum shared we did review these leases several years ago. One is clearly for the congregate and one of them we worked on and it looked like it was something that could be used for either Federal or State properties. It might be a good idea to identify them separately as Federal and State. Mr. D'Ascoli said he would take care of that and asked that the Board approve these leases. Mr. Rubin moved to adopt Resolution 2014-13 Approval of Federal, State and Public Housing Leases subject to the technical revisions as noted. Mr. Shanbaum seconded and motion passed 3-0.

Mr. D'Ascoli noted that he met with Secure Energy several months ago and they had reviewed our utility bills and would try to get us the best rate possible for our kilowatt hours. They did submit some information late today so he will plan to review their findings and see what we can do about locking in a rate with a third party vendor. He will request Secure Energy come and give a presentation to the Board at our next board meeting.

Mr. D'Ascoli mentioned the holidays are approaching and asked the Board about having a holiday party with the staff at a restaurant and take \$1,000 from the COCC. Chairman Howroyd said it would be a nice to have a holiday gathering for the staff.

Mr. Shanbaum mentioned he has a conflict with the date for the November Board meeting which is scheduled for the 19th. He asked if it is possible to change the date. Chairman Howroyd asked to add to the agenda Resolution 2014-14 to revise the date for the November Board meeting to the 12th and to adopt the change. Mr. Rubin moved to add to the agenda Resolution 2014-14 and change the date for the November Board meeting to Wednesday the 12th. Mr. Shanbaum seconded, motion passed 3-0. Mr. Shanbaum moved to adopt Resolution 2014-14 to change the meeting from November 19th meeting to November 12th. Mr. Rubin seconded and the motion passed 3-0.

Mr. Rubin asked if there has been any discussion about management of the Bennet Housing complex. He sits on the Board and there were some issues about the management of this complex and there were several suggestions made that MHA manage this property. He will call the town attorney, Tim O'Neil, and it is something he wants to put on the agenda he will let the Board know.

X. Items for Future Agenda

XI. Executive Session - None

XII. Adjournment

Chairman Howroyd asked for a motion to adjourn. Mr. Rubin moved to adjourn the meeting at 9:02 pm. Mr. Shanbaum seconded and the motion passed 3-0.

CHAIRMAN

ATTEST: _____