

January 21, 2016

Mayfair Gardens

Attending: Chairman Josh Howroyd
Susan Holmes
Joseph D'Ascoli, Executive Director
Judy Taylor – Tenant Commissioner
Absent Robert Shanbaum
Paul Rubin

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:39 p.m.

II. Adoption of Minutes – Meeting of December 16, 2015

Chairman Howroyd called for a motion to adopt the minutes of December 16, 2015. Ms. Holmes so moved. Ms. Taylor seconded. Motion passed 3-0

III. Correspondence - None

IV. Accounts Payable

A. December 2015 – Payment Summary and Detail Report – No comments.

V. Executive Director's Report

A. Financial Statements – December 2015

Mr. D'Ascoli reviewed the financial statements for FY 2015/2016 and reported we have a positive \$89k for December for a total of \$233k for the year to date. Both AMP's so far have a slight gain, since we have not had any overtime for the Maintenance Department due to snow removal.

B. Vacancy Report – December 2015

Mr. D'Ascoli reported we have 4 units in the make ready status. The maintenance department, as well as the property managers are doing an excellent job getting units ready for rental.

C. General information

1. Modernization Report

Mr. D'Ascoli reviewed several projects that MHA is working on. We have taken one unit on McGuire Lane, with approval from HUD, off line so that it can be renovated to be ADA compliant. The cost of doing a renovation of that kind is between \$25k and \$40k. When asked why so expensive and Mr. D'Ascoli explained that it depends on the condition of the unit including the electrical wiring and plumbing. It usually takes 5 to 6 months to fully rehab a unit. HUD requests 10% of public housing units be ADA compliant. Depending on the Capital funding that we have available and we try to upgrade 2 units per year.

2. John D'Amelia Program

Mr. D'Ascoli explained John D'Amelia has a contract of state vouchers through the State of Connecticut, approximately 15,000 vouchers. The Manchester Housing Authority is

one of nine sub-contractors for the Section 8 portion of this contract. We have 2 full time employees and one part time administrative person working this program and they handle approximately 800 vouchers. Last year John D'Amelia issued a \$20k challenge to the 9 housing authorities. The files would be audited and determined who scored the highest. The result of the audit revealed the Hamden and Vernon Housing Authorities were tied and he split the \$20k with the two agencies. Manchester and Stratford came in a close second and Mr. D'Amelia felt that because of the closeness of the 4 agencies he decided to issue \$10k. The Manchester and Stratford Housing Authorities were awarded \$5k each. Mr. D'Ascoli explained he was not at the initial Challenge meeting and was unaware of the details. After issuing kudos to the staff he was informed that the money was for staff and not the housing authority. He did confer with other Executive Directors and was told they were divvying the money directly to their staff. Mr. D'Ascoli noted that this includes anyone that directly touches the SERP program which includes MHA's executive director, bookkeeper and the receptionist. We find that the extended staff did not really have any direct impact on this challenge. After speaking with Mr. Counihan we it was decided to give 45% of this to Ann Walsh and Otilia Jones and 10% to Karen Richards.

Mr. D'Ascoli remarked that he would like to initiate bonus incentives for MHA staff. The section 8 department has SEMAP and at the end of each FY we are reviewed by HUD. If we receive a high performance rating Mr. D'Ascoli noted he would like to come back to the Board and ask for a bonus for the individuals that work on that program. On the Public Housing and Maintenance side we have REAC and he would issue a challenge to those departments to receive high performance reviews and if finances allows issue bonus checks to individuals. Chairman Howroyd remarked that he has no problems with issuing performance bonuses. He also said he is happy for the John D'Amelia staff and knows how hard they have worked. There was considerable back log and personnel changes and they worked hard to get that straightened out.

3. NetCenergy – IT Hardware and Software Upgrade

Mr. D'Ascoli reported we have a new contract for our IT work – NetCenergy ad they have been working on replacing our very outdated servers. The original cost was \$26,937 and we were able to reduce the cost by \$1,800. This money comes out of our COCC Account. We need to be sure we have adequate space in the servers to back up our data on a regular basis.

4. Congregate Housing – New consultants

Mr. D'Ascoli stated we have selected a new MOD Consultant replaced TAG Associates. The new company is John D'Amelia and Quisenberry & Arcari.. We have an April 27, 2016 deadline to get plans for The Congregate project into HUD to apply for federal grants. HUD requires 90% of the drawings be done for Phase I. This will give us time to determine how we want to approach the Spencer Village project. We have not yet decided if we want to go with 120, 160 or 180 units. We need to analyze how the size of the project relates to available funding.

Chairman Howroyd asked if we have a potential for grant funding? Mr. D'Ascoli explained the new architectural firm estimates the cost to be \$3m. He went on further to share that Newington was awarded \$2m in grant money and Vernon was awarded \$3.9m.

5. Update on Squire Village – Public Hearing scheduled for Tuesday, January 26, 2016 at 10:00 a.m.

Mr. D'Ascoli reported there will be a hearing on January 26 for town residents to come to a hearing on the Squire Village purchase. Rose and Associates will also attend and will answer any questions.

Mr. D'Ascoli mentioned there may be a need for an Emergency Board meeting because the BOC has 15 days to approve the Squire Village transaction and submit it to the State.

6. Circle of Friends Newsletter

Mr. D'Ascoli passed out the latest copy of Circle of Friends. This publication goes to all public housing residents.

7. CONN NAHRO – Sponsor Web-Site

Mr. D'Ascoli the Board for permission to sponsor CONN NAHRO web site. This is an inexpensive way to advertise the Manchester Housing Authority. The Board agreed.

8. NAHRO Conference

Mr. D'Ascoli asked if any board member is interested in attending the NAHRO conference scheduled for April 10 – 13 in Virginia to let him know and he will get them registered. He requested members make their own travel arrangements and submit the expenses and MHA will reimburse them.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business - 2016-1 Approval of Updated Personnel Policy & Procedure Manual

Mr. D'Ascoli explained to the Board he has made changes to the PP&P Manual. The old version did not include wording for harassment in the work place. He discussed the changes with our Attorney Andrew Holding. Should an employee raise issues about harassment in the work place the cost of an attorney would be the responsibility of the employee.

Mr. D'Ascoli also shared a change in the language for Maintenance Staff that are on call. The on call assignment is rotated with all the maintenance crew; they are on call every 9 weeks. They are paid straight time and a difference is paid if they are called between 8 and 12.

Chairman Howroyd requested a change in the wording of 6.9.3 changed to read "Board of Commissioners" and not "Board of Directors".

Chairman Howroyd asked for a motion to approve 2016-1. Ms. Taylor moved to approve 2016-1 Approval of Updated Personnel Policy & Procedure Manual as amended. Ms. Holmes seconded. Motion passed 3-0.

IX. Items for Future Agenda

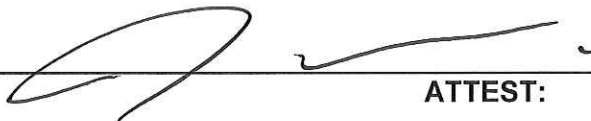
X. Executive Session – None

XI. Adjournment

Chairman called for a motion to adjourn. Ms. Holmes moved to adjourn the meeting at 7:38 pm. Ms. Taylor seconded. Motion passed 3-0.



CHAIRMAN



ATTEST: