

September 19, 2018

Mayfair Gardens Community Room

Attending: Josh Howroyd - Chairman
Lisa O'Neill – Commissioner
Timothy Becker - Commissioner
Judith Taylor – Tenant Commissioner
Joseph D'Ascoli, Executive Director

Absent: Paul Rubin due to religious holiday

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:30 pm.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda 3 items under New Business – New ACC and Capital Fund Program Draw Downs; Resolution 2018-27 Write Offs; and Resolution 2018-28 Federal PH Flat Rent. Question was asked as to why these items are being added at this time. Mr. D'Ascoli explained these items were sent to him late this afternoon and it is important they be on tonight's agenda so that MHA can continue on with the business.

Ms. O'Neill moved to add New Business – New ACC and Capital Fund Program Draw Downs; Resolution 2018-27 Write Offs; and Resolution 2018-28 Federal PH Flat Rent, Ms. Taylor seconded. Motion passed 3-1.

II. Adoption of Minutes – Meeting of July 25, 2018

Ms. O'Neill moved to approve the minutes as written; Mr. Becker seconded. Motion passed 4-0.

III. Correspondence

1. HUD – Indication that MHA is a High Performer HA

Mr. D'Ascoli shared communication from HUD showing MHA is rated as a high performer. Mr. Becker asked we should send out a press release about this. Mr. D'Ascoli said he will contact the JI Reporter.

2. CHFA – Award of Funding to Spencer Village

Mr. D'Ascoli shared we have been approved for the \$2.047m. We still need approval from the Bond Commission. Chairman Howroyd stated this item is not on their agenda this month. Mr. D'Ascoli shared he will be working with the Architect to get the plans ready for approval.

3. Journal Inquirer – Newspaper write up re: Spencer Village

MHA received a press release from the JI for this project.

IV. Accounts Payable – July and August 2018 Payment Summary and Detail Report

Mr. D'Ascoli shared we are in good shape.

V. Executive Director's Report

A. Financial Statements July and August 2018

Mr. Counihan reviewed the financial reports and shared MHA is in good shape. Some of accounts showed a slight profit. The State Elderly project is looking close to budget. The Congregate closed in June and is in good shape. The North Elm property looks like it will break even to budget. The only concern is with the utility bill. Seems that the meter was wired incorrectly so we are not getting a bill. MHA will keep an eye on this to get it straightened out as soon as possible.

B. Vacancy Reports –July and August 2018

Mr. D'Ascoli commended the maintenance staff for turning over units in a timely manner and the property managers getting the available units leased up.

C. General Information

1. Modernization Report

Mr. D'Ascoli reviewed the completed projects and those in progress.

Mr. D'Ascoli shared there have been several issues with the Congregate project. With the installation of the new showers we discovered that the floors are not level and they must be. This is due to the construction not settlement. The renovation plan has to be altered to do units up and down rather than side. The reasoning is due to be able to renovate the plumbing more efficiently. He reported there were several un foreseen surprises once the walls were opened up i.e. no stubs in the bathroom walls. With this discovery there are some added expenses to rectify the situation. Mr. D'Ascoli said windows have been installed throughout the whole building and they look fabulous.

Question was asked about the unit at 31E McGuire and why it is "off line" for so long. Mr. D'Ascoli explained this unit is being completely renovated to make it ADA compliant. HUD has approved this and will continue to pay us the fees.

2. Advocacy letters to Representatives (Congressman Larson, Senator Blumenthal and Senator Murphy)

- a. August 6, 2018 – Join the Congressional Public Housing Caucus
- b. August 6, 2018 – Support Senate Approve Funding Levels for HOME
- c. August 7, 2018 – Oppose the House THRIVE Act
- d. August 13, 2018 – Support the Low-Income Tax Credit
- e. August 22, 2018 – Support Housing Choice Voucher Administrative Fee Funding
- f. August 30, 2018 – Support Responsible Housing Community Development Funding FY2019

Mr. D'Ascoli explained that he has written letters to the representatives with regard to the above items. Question was asked

3. NAHRO National Conference & Exhibition (October 25 to 27, 2018)

Mr. D'Ascoli shared the flyer for this conference and asked if any Board members are interested in attending to let him know and he will get them registered.

4. You Tube Video – Regarding MHA Solar Field from the Town of Manchester
Mr. D’Ascoli shared he worked with Kyle Shield from the Town of Manchester on this video. It lasts 4-5 minutes and shows the phases of construction of the solar field.

VI. Chairman’s Report - None

VII. Old Business – None

VIII. New Business

1. RAD Discussion

Mr. D’Ascoli submitted to the BOC a copy of RAD literature that he received while he was attending the PHADA Conference in Washington, DC. He said he got a name of a contact person to speak with and possible schedule a meeting to see if MHA would be a good fit to try to implement a RAD conversion for either a one or both Federal PH developments. Upon further discussion the BOC instructed Mr. D’Ascoli to go forward with this and report back to the BOC with an update or report from the organization he is working with.

2. FYE September 2017 Audit Discussion

Mr. Counihan reported that MHA has received a good clean audit. The procedural items that were noted by the auditors did not affect the PHAS numbers. The MHA does not get the Pension fund numbers from HUD until after the books have closed. For example, MHA just received the pension numbers from HUD for FY 2017. MHA does not get penalized by HUD for this audit comment.

3. Tenant Commissioner Results

Mr. D’Ascoli shared he sent out information to all the tenants and received no nominations. He and Chairman Howroyd will submit to the Mayor of the Town of Manchester Ms. Taylor’s name for re-appointment as Tenant Commission for a 5-year term.

4. New ACC and Capital Fund Program Draw Downs

Mr. D’Ascoli explained that in order to drawn down on Capital Fund program, there is a box that has to be clicked and it states that these funds are considered Grant Funds by Housing Authorities according the ACC 1937 Act. So letters are being sent to legislative leaders stating HA’s do not agree with these terms set by HUD. The reason for this is that HUD could not be sued by HA’s. He is asking the Board to hold off on utilizing the 2018 Capital Funds as long as we can. If we can’t he will be submitting letters to the 3 HUD Field Offices (Washington, DC, Hartford and Boston) that has been crafted by the 3 industry groups.

Ms. O’Neill moved to approve sending of these letters. Ms. Taylor seconded. Motion passed 4-0.

5. Resolution 2018-17 Temporarily Open the HCV Wait List

Mr. D’Ascoli requested this item be tabled until the next Board meeting. Ms. O’Neill so moved; Ms. Taylor seconded. Motion passed 4-0.

6. Resolution 2018-18 Temporarily Open the State Public Housing Wait List
Motion was made by Ms. O'Neill to approve Resolution 2018-18 Temporarily Open the State Public Housing Wait List. Mr. Becker seconded. Motion passed 4-0.
7. Resolution 2018-19 Proposed Annual Budget FY 10/1/18 – 9/30/19
Mr. D'Ascoli explained that MHA took the last three years and averaged the numbers for the budget. Motion was made by Ms. O'Neill to approve Resolution 2018-19 Proposed Annual Budget FY 10/1/18 – 9/30/19. Ms. Taylor seconded. Motion passed 4-0.
8. Resolution 2018-20 Employee Cost of Living Increase
Mr. D'Ascoli shared he is asking the Board to approve a 3% cost of living increase for staff. Motion was made by Mr. Becker to approve Resolution 2018-20 Employee Cost of Living Increase. Ms. O'Neill seconded. Motion passed 4-0.
9. Resolution 2018-12 Small Area Fair Market Rents
Motion was made by Ms. O'Neill to approve Resolution 2018-12 Small Area Fair Market Rents. Ms. Taylor seconded. Motion passed 4-0.
10. Resolution 2018-22 Management Plan for Spencer Village I & II FY 10/1/18 – 9/30/19
Motion was made by Ms. O'Neill to approve Resolution 2018-22 Management Plan for Spencer Village I & II FY 10/1/18 – 9/30/19. Ms. Taylor seconded. Motion passed 4-0.
11. Resolution 2018-23 Budget Plan for Congregate Housing FY 10/1/18 – 9/30/19
Motion was made by Ms. O'Neill to approve Resolution 2018-23 Budget Plan for Congregate Housing FY 10/01/18 0 9/30/19. Mr. Becker seconded. Motion passed 4-0.
12. Resolution 2018-24 Public Housing Updated 2018 ACOP (Administrative & Continued Occupancy Plan)
Mr. D'Ascoli asked the Board to table this item until the next meeting. Ms. O'Neill so moved; Mr., Becker seconded. Motion passed 4-0.
13. Resolution 2018-25 HCV Updated 2018 Admin Plan
Ms. O'Neill moved to approve Resolution 2018-25 HCV Updated 2018 Admin Plan. Mr. Becker seconded. Motion passed 4-0.
14. Resolution 2018-26 Award 3-year Contract for Audit Services FY 2018 to 2020
Ms. O'Neill moved to approve Resolution 2018-26 Award 3-year Contact for Audit Services FY 2018 to 2020 to Malatte & Company. Mr. Becker seconded. Motion passed 4-0.
15. Resolution 2018-27 2018 Write-Offs
Mr. D'Ascoli requested permission to write off debts owed by former tenants of MHA and we have been unable to collect. Mr. Becker asked if MHA turns these items over to collection agencies for possible reimbursement. Mr. D'Ascoli said yes we could do that. Ms. O'Neill moved to approve Resolution 2018-27 2018 Write-Offs. Ms. Taylor seconded. Motion passed 4-0.

16. Resolution 2018-28 Federal PH Flat Rent

Ms. O'Neill moved to approve Resolution 2018-28 Federal PH Flat Rent. Ms. Taylor seconded. Motion passed 4-0.

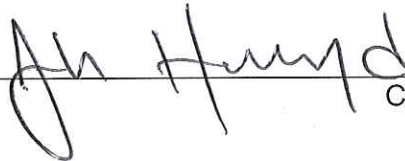
IX. Items for Future Agenda

- A. Resolution 2018-17 Temporarily Opening of the HCV Wait list
- B. Resolution 2018-24 Section 8 HCVP Updated Admin Plan


X. Executive Session - None

XI. Adjournment

Chairman Holroyd called for a motion to adjourn the meeting. Ms. Taylor so moved; Mr. Becker seconded. Motion passed 3-0 at 8:35 pm.

 10/17/2018

CHAIRMAN

 10/17/18

ATTEST