

December 16, 2015

Mayfair Gardens Community Room

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

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:38 pm.

II. Adoption of Minutes – Meeting of November 18, 2015

Chairman Howroyd asked for a motion to approve the minutes of November 18, 2015. Mr. Rubin moved to accept the minutes of November 18, 2015 as presented. Ms. Taylor seconded. Motion passed 3-0.

III. Correspondence

- A. Thank you from Staff - The MHA staff thanks the BOD for the holiday gathering. Good time was had by all.
- B. PHAS (Public Housing Assessment System) – Mr. D'Ascoli reported MHA scored 89 out of 100 points for PHAS; we missed high score by one point. If a Housing Authority (HA) scores high it eliminates inspections every year and allows them to put in for special grants. A question was asked about going back and "fighting" the score. Mr. D'Ascoli said if the Board wants it he will request another inspection. By doing that MHA could be faced with other items that were missed on the first inspection and we could score lower. Mr. D'Ascoli shared that our goal is make improvements for next year. He added we have put in place procedures about collecting past due rents in a more timely manner. Mr. Counihan added the financials that are a part of this score are part of the unaudited that we sent in for the year end on September 30, 2015. After the audit these scores could change. It would not bring our score over 90 but it could also go the other way and lower our overall score. This could increase our liabilities with unfunded pension obligations. The real score is the one we will get after the audit is done.

IV. Accounts Payable – November 2015 Payment Summary & Detail Report

Mr. D'Ascoli reported financially things look good.

V. Executive Director's Report

A. Financial Statements – November 2015

Mr. D'Ascoli reviewed the monthly reports. Mr. Counihan reported we do show a year to date loss of \$269 for the Congregate. He also shared that we do show a monthly loss on the Section HCV program because we spend more than HUD gives us and that is part of HUD's design.

Mr. Counihan reviewed that for two months into the new FY the bottom line is very good. The Federal programs ended last year in fairly good shape. It is moving in the right

direction. As year end was approaching we tried not to do any purchasing unless it was necessary. At the suggestion of the auditors and HUD we cleared any payables between programs. MHA did have an independent person from Casterline Associates come in and review our books and do the entry for us. It is good to have another set of eyes on things and this has us ready for the auditors. We do have reserves and we do run close with the Congregate because of the amount of money we get, the subsidies go up and down sometimes hurts us so we have to watch that closely. Mr. Rubin asked if we do not get the money in right away – do we go into our reserves. Mr. Counihan noted we have gotten close and we have not gotten to the panic point. If that happens we could borrow money from the Central Office and pay it back when we get it back. Mr. D'Ascoli added if needed the pre 2004 HCV fund has about \$80k money that we could use. The Congregate has about \$120k of repairs for the sprinkler system. We are currently patching it up and it does need to be replaced. We have an RFP out there for a new architectural firm that will be able to include this repair/replacement for grant money from the State by the April deadline.

B. Vacancy Reports – November 2015

Mr. D'Ascoli reviewed the vacancy report and we are in good shape. One project on McGuire Land should be finished by this Friday so we can get it rented out.

Mr. Rubin asked about the accounts receivable and Mr. D'Ascoli reported MHA has turned cases over to the attorneys for collection.

C. General Information

1. Election of Officers – Chairman Howroyd shared the chairman's term is 3 years and the Vice-Chairman's term is renewed annual.
 - a) Chairman – Mr. Rubin moved to nominate Josh Howroyd for the Chairman position. Mr. Howroyd accepted the nomination. Ms. Taylor seconded. Nomination passed 3-0.
 - b) Vice Chairman – Chairman Howroyd shared that Mr. Shanbaum does not wish to be nominated for the Vice chairman position. Chairman Howroyd nominated Paul Rubin for the position of Vice Chair. Mr. Rubin accepted the nomination. Ms. Taylor seconded. Nomination passed 3-0.
2. Modernization Report – Mr. D'Ascoli reviewed the projects for 2015 and stated we have completed a lot of projects over the past year. We will be replacing the windows in the units on Lisa Drive. He shared a discussion with Mr. Gary Sweet and it was decided that we will be issuing an RFP for carpeting and linoleum tiles for consistency with colors and styles when we rehab our units. It would be less expensive to make a bulk purchase for the flooring as well as screens and blinds.

We have hired a new IT company and we are looking at getting rid of the hard wire and making everything wireless. Also making the community rooms wireless for the developments. The server is 5-6 years old and they will try to see if they can add ram into that.

We have invested a lot of money into our properties and we try to prioritize making repairs and improvements. Mr. D'Ascoli said he had a conversation with Steve Itsou about units that have not been painted in over 7 years and possibly getting that done.

Question was asked about Steve Itsou transitioning into his new position and Mr. D'Ascoli shared he is doing very well.

3. Update on North Elm Street - Gary Sweet has met with the Town and the town building inspector last week. The Town has asked MHA do so some stuff and to get outside vendors to take a look to see what needs to be done. The cost of the repairs is not as expensive as we had originally anticipated. MHA is holding back on the collected rents to cover the cost of the repairs. Mr. D'Ascoli said the Town may be looking at selling this property. Chairman Howroyd shared this property is deed restricted. Tenants must be Manchester residents and over 62 years of age. . The Board asked if MHA would be interested in purchasing this development and Mr. D'Ascoli explained he would evaluate the cost and bring it to the Board. If this was something we were to purchase, Mr. Holding suggested we get going on our non-profit because it would have to be purchased through our non-profit. With a non-profit status we would not be held to any of the rules and regulations per HUD.
4. Update on Accident at 36A Pascal Lane - There was an accident at one of the units at Pascal Lane. A car in the parking lot of the adjacent motel thought the car was in reverse. The car jumped the curb, knocked down a light pole and ran into the wall of unit 36. Thankfully no one was hurt. The cost of repairs was about \$20k and we had to put the resident up in a hotel for over three weeks while the repairs were being done. The tenant is very pleased with the work that was done. Mr. Rubin asked if the insurance of the driver covered that. Mr. D'Ascoli explained the driver was un-insured, driving without a license and charged with leaving the scene of the accident. The cost is going through our insurance company; we have a \$5,000 deductible. The insurance company will try to recoup it from the driver.
5. Hired a MHA resident to work 2nd shift on weekends at Congregate – Mr. D'Ascoli reported the Security Guard company has cancelled their contract with us the end of January. Under the Federal Guidelines, Section 3 has come to us stating she is interested in working. We explained we do have something at the Congregate from 4 – 12 and she is interested in the shift. Mr. Rubin asked about Section 3 and Mr. D'Ascoli explained that Section 3 is a requirement that a housing authorities and or contractors need to make sure that they get participants or residents of public housing hire them to clean up. The resident will be given some training. MHA will be advertising for a person to work the 12 – 8 shift on the weekends. Friday evening to Saturday morning and Saturday evening to Sunday morning. Mr. Rubin suggested perhaps we could have some part timers to cover in case of illness.
6. MHA – 2016 Observed Holidays – Mr. D'Ascoli handed out copies of the holiday schedule for 2016.
7. RFP for Attorneys – Mr. D'Ascoli has made changes to the draft RFP for new legal services and will be sending it out after the first of the year.
8. CONN-NAHRO – Mr. D'Ascoli shared CONN NAHRO is having a dinner on January 15. He asked if any Board member is interested in attending to let him know and he will make reservations.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

- A. Resolution 2015-13 – 2016 Calendar Year Board of Commissioners monthly meetings
Chairman Howroyd asked for a motion to approve Resolution 2015-13. Mr. Rubin moved to approve Resolution 2015-13 the 2016 Calendar Year Board of Commissioners monthly meetings. Ms. Taylor seconded. Motion passed 3-0.
- B. Resolution 2015-18 – Updated the Section 8 HCV Administrative Plan
Mr. D'Ascoli asked the BOC to approve the updated Section 8 HCV Administrative Plan. He shared he wrote the new plan based on Nan-MacKay who are experts in federal regulations.

Mr. Rubin moved to accept Resolution 2015-18 – Updated the Section 8 HCV Administrative Plan. Ms. Taylor seconded. Motion passed 3-0.

IX. Items for Future Agenda - None

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. Taylor moved to adjourn the meeting at 7:43 pm. Mr. Rubin seconded. Motion passed 3-0. The meeting adjourned.



CHAIRMAN

1/21/2016



ATTEST

1/21/2016