

CORPORATE MINUTES - BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF
MANCHESTER

2016

June 15, 2016

Mayfair Gardens

Attending: Chairman Josh Howroyd
Susan Holmes
Paul Rubin
Lisa O'Neill
Joseph D'Ascoli, Executive Director
Judy Taylor – Tenant Commissioner

I. Meeting Called to Order

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

Chairman Howroyd called for a motion to suspend the rules and take item VIII A – Resolution 2016-16 from the agenda. Ms. Taylor so moved, Mr. Rubin seconded. Motion passed 3-0.

Ms. Jodi Mauer, an energy consultant with Secure Energy explained that MHA is currently in a contract with an electric supplier for reduced electrical rates and the contract expires in December. She indicated the energy market is at a 14 year low and she has been checking with suppliers as to what rates she can secure for MHA for the next 24 months. Mr. D'Ascoli explained that MHA is in a contract with Siemens and HUD to install a solar field on an open field on Bluefield Drive. We are looking at a fall start date for construction of the solar panels and should take about one year to complete. Ms. Mauer noted MHA uses approximately 2 m kilowatt hours and recommended looking at a 24 month contract with a new energy supplier at a rate of \$.0881. Mr. Rubin asked what the repercussions would be if we entered a 24 month contract and cancelled that contract once the solar panels are up and running. Ms. Mauer explained there might be a fee incurred if there is a decrease in the kilowatt hours used and the contract would not be cancelled. The energy supplier would incur a loss to the amount of MHA kilowatt hours being used. Mr. Itsou, MHA Deputy Director asked about Eversource pricing and Ms. Mauer stated the utilities change their pricing every three months.

Chairman Howroyd called for a motion to approve Resolution 2016-16 – To create a new contract with Secure Energy pertaining to Energy Service Agreement. Mr. Rubin so moved. Ms. O'Neill seconded and the motion passed 5-0.

II. Adoption of Minutes – Meeting of April 18, 2016

Chairman Howroyd called for a motion to adopt the minutes of April 18, 2016. Ms. Taylor so moved. Ms Holmes seconded and the motion passed 4 -0 with one abstention.

III. Correspondence – Letter from HUD

Mr. D'Ascoli reported he received a letter from HUD granting \$375,306 in Capital Funds for 2016. The funds must be used in 3 years.

- IV. **Accounts Payable** - April & May 2016 – Payment Summary and Detail Report
There were no comments.

V. **Executive Director's Report**

A. **Financial Statements – April & May 2016**

Mr. D'Ascoli reviewed the financial statements for April and May and noted MHA is in good shape. We are keeping expenses down. Mr. Rubin asked how things were going with North Elm Street. Mr. D'Ascoli reported Town Planner Mark Pellegrini called asking for the rent rolls for this property as the Town is putting out an RFP to sell the property. Mr. D'Ascoli stated MHA could bid on it. Chairman Howroyd noted this property is facing much needed capital improvements amounting to approximately \$750k. Mr. D'Ascoli added MHA would need to form a non-profit company to purchase this property.

Chairman Howroyd noted MHA made \$313,000 from the financing deal for Squire Village and that money is not in the COCC. Mr. D'Ascoli stated HUD did recapture funds from MHA from the COCC. HUD is also involved in a class action law suit for recapturing these funds. It was in violation of ACC contract to recapture these funds. Mr. Counihan, our fee accountant, suggested creating non-profit and put money in this fund and HUD could not touch that money.

B. **Vacancy Report – April & May 2016**

Mr. D'Ascoli reported we are at 98.29% occupied thanks to the hard work by our maintenance department.

C. **General Information**

1. **Welcome new Commissioner Lisa O'Neill** - Chairman Howroyd welcomed the newest member to the BOC. He stated her term ends in November of this year.

2. **Modernization Report**

Mr. D'Ascoli updated the BOC on the ongoing projects and stated some new RFP's would be going out. There are two new roofs being installed at Mayfair Gardens, Lisa Drive has replacement windows going in on the properties at this location, Mayfair Gardens is having some electrical meters replaced and another unit is having the shower replaced making it ADA complaint. An RFP will be going out for trash removal contract that is expiring.

Mr. D'Ascoli reported MHA currently does not have a contract with a towing company. We are checking into the contract the Town of Manchester has with a towing company. Previously we had a contract but there were issues with the vehicles being towed from MHA communities that were not properly tagged. There are definite parking issues at the Mayfair Garden community due to a limited number of "extra" spaces available for visitors.

3. **Letter of Resignation - Marshareen Harris**

Mr. D'Ascoli shared that Ms. Harris is resigning as of July 15, 2016. We have interviewed several candidates and one has accepted our offer and should be on board in 3 weeks.

4. Opening of Waitlists

- a. State Public Housing – Spencer Village – Efficiency Units
- b. Federal Public Housing – Efficiency & 1 Bedroom Units

Mr. D'Ascoli reported MHA is opening up the waiting lists for both the State and Federal Public Housing communities. The Federal list is for efficiency and one bedroom units and the list will stay open indefinitely. The State side we will keep the list open for two months and names will be selected from a lottery

Mr. D'Ascoli reported the State ERAP funds are no longer available. Individuals applying to the waiting list at the Spencer Community will be notified that the base rent is \$425 it will be their responsibility to pay this amount in full.

Chairman Howroyd asked to suspend the rules to add to the agenda under New Business Resolution 2016-18 - Open the wait list for State and Federal Public Housing. Ms. O'Neill so moved. Ms. Taylor seconded and motion passed 5-0.

Chairman Howroyd requested a motion to approve Resolution 2016-18 - Open the wait list for State and Federal Public Housing. Ms. O'Neill so moved. Ms. Taylor seconded and the motion passed 5-0.

5. RFP – HQS Inspection Services

Mr. D'Ascoli reported and RFP has gone out for our HQS Inspection Services for Section 8. Currently we do not have a contract for inspections. We have ten companies we have sent an RFP to and hopefully we will get some responses.

6. RFP – Food Services for Congregate

Mr. D'Ascoli stated the current contract for Food Services expires at the end of the year. We have sent out notices to companies that currently serve congregate housing facilities. Mr. Rubin asked what the length of the contract is and Mr. D'Ascoli stated it would be a three year contract.

7. Discussion pertaining forming a Non-Profit for MHA

Mr. D'Ascoli discussed the possible formation of a non-profit for MHA. Formation of this kind would be a separate entity from the Housing Authority if we chose to purchase the North Elm complex. Mr. Rubin asked if MHA has discussed this with MHA counsel. Mr. D'Ascoli reported he has discussed this with counsel and he will schedule counsel come to one of our Board meetings to discuss this in more detail. Chairman Howroyd shared there is a Non-Profit Orford Village Development Corporation. As the Chairman of the Manchester Housing Authority Board of Commissioners he has the authority to appoint members to Orford Village Development Corporation. The Chairman of that corporation is Carl Zinsser and he will contact him and get a copy of their by-laws. He will also get a copy of the by-laws for non-profits. Mr. D'Ascoli shared he will contact other housing authorities to see what they do with non-profits.

8. Sponsorship for Conn-NAHRO Scholarship golf tournament
Mr. D'Ascoli asked if the board wants to sponsor a tee at the upcoming golf tournament. The Board agreed.
9. Westhill Congregate Facility – Application submitted to CHFA/DOH
Mr. D'Ascoli commented we have submitted the application and hope to have a response by the end of the summer. We are hoping to get the entire grant for the funding of all the planned renovations at the Congregate.
10. Webster Bank – P Card (new banking options)
Mr. D'Ascoli noted Webster Bank consultant contacted him with a proposal to get a P-card that would save MHA in bank fees and we would earn money by using them instead of writing checks. Similar to credit cards have reward points for purchasing certain items. The bank said that a file could be sent out to the Commissioners for approval as well as his approval and there would be a 2 day window before the payment would be released. Mr. Rubin shared he is leery about this kind of thing. There is security by writing checks. He noted he has no problem with investigating this.
11. Circle of Friends – Quarterly Newsletter
12. Leo Dauwer - Commissioner Upcoming Training
Mr. D'Ascoli asked if any of the Board is interested in attending this upcoming commissioner training to let him know. He will make the reservations.
13. Roy & Associates - Final Audit Report for FYE September 30, 2015
Mr. D'Ascoli reported the exit conference with the auditors had no findings or comments.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

A. Resolution 2016-16 – To execute a new contract with Secure Energy pertaining to Energy Service Agreement – See above

B. Resolution 2016-17 – To have the MHA execute the necessary paperwork for submission of the Section 30 Application

Mr. D'Ascoli reported this item is for constructing of the solar panels. Connecticut reports to the Chicago HUD field office. He has forwarded this to our Attorney's and then get an opinion letter.

Chairman Howroyd asked for a motion to Resolution 2016-17 – To have the MHA execute the necessary paperwork for submission of the Section 30 Application. Ms. Holmes so moved. Ms. Taylor seconded and motion passed 5-0.

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C. 2016-18 – Open the Wait list for State and Federal Public Housing – See above

IX. Items for Future Agenda

- Formation of a Non-Profit
- Webster Bank

X. Executive Session – None

XI. Adjournment

Chairman called for a motion to adjourn. Mr. Rubin moved to adjourn the meeting. Ms. Taylor seconded. Motion passed 5-0. The meeting adjourned at 8:12 pm.



CHAIRMAN 7/20/2016



ATTEST 7-20-16