

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

2016

July 20, 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 6:31 p.m. He introduced Attorney Michael Wrona from Halloran & Sage.

II. Adoption of Minutes – Meeting of June 15, 2016 and Special Meeting of July 8 2016

Chairman Howroyd called for a motion to adopt the minutes of the June 15, 2016 meeting. Ms. O'Neill moved. Ms. Taylor seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to adopt the minutes of the Special meeting of July 8, 2016. Ms. O'Neill so moved. Ms., Holmes seconded. Motion passed 4-0 with one abstention.

Chairman Howroyd called for a motion to suspend the rules and take item #7 Old Business #2 Formation of a Non-Profit. Ms. O'Neill so moved. Ms. Taylor seconded motion passed 5-0.

Mr. D'Ascoli shared Halloran and Sage was awarded a three year contract with MHA and Attorney Michael Wrona has been handling our tenant business. Mr. Wrona explained he has worked with housing authorities for approximately 10 years and thanked the board for the opportunity to work with MHA. Mr. Wrona gave the board some information on forming a non-profit 501C3. He said first MHA needs to form the entity, give it a name, create the by-laws and decide what kind of Board this entity wants. There are two types of boards a mirror board or an Affiliate or "Community" Board. A mirror board would consist of the same members as the BOC for MHA and would follow their same rules. An Affiliate or community board would consist of 2 members of the MHA BOC and then three members from the Manchester Community.

Chairman Howroyd commented that MHA has another non-profit and asked if that would prevent creation of another non-profit. Ms. Holmes asked who managed/operates that other one. Chairman Howroyd explained the name is Orford Village Housing Development and currently they manage Krause Gardens on Hartford Road.

Ms. O'Neill asked if MHA would be competing for the same monies for projects. Chairman Howroyd stated we would not be competing for the same monies.

Attorney Wrona shared formation of a non-profit takes time to set up and it would be in MHA's best interest to start the process sooner rather than later. Formation of a non-profit requires paperwork be filed with the Secretary of the State; then the IRS has to approve formation of a 501C3.

Mr. Rubin commented that MHA helped with the issue of bonds for the Squire Village rehabilitation project in the amount of \$325k and MHA wants to set up the non-profit for the benefit of other projects. Attorney Wrona stated there are tax credit benefits as a non-profit, MHA could be a property manager and get a user fee for doing so. He did stress that the forming a non-profits does require that they are financed separately. If the Executive Director is handling the non-profit business then his hours need to be itemized separate from the housing authority business. He said he will send a draft form of by-laws to Mr. D'Ascoli and the BOC will need to pick a name for the non-profit and decide what kind of board it will have.

III. Correspondence –

Chairman Howroyd he received a notice from the Town regarding the Manchester Government Academy and asked if anyone is interested to please let him know.

IV. Accounts Payable - June 2016 – Payment Summary and Detail Report – there were no comments.

V. Executive Director's Report

A. Financial Statements – June 2016

Mr. D'Ascoli reviewed the financial statements for June and shared we are showing a \$21k profit for the month and financially things look very good. HE stated that Mr. Counihan will attend the September meeting of the BOC.

Mr. Rubin asked about the electrical increases in the State Elderly program. Mr. D'Ascoli explained the increase is due to more use of air conditioning and the rates have gone up.

B. Vacancy Report – June 2016

Mr. D'Ascoli reported the maintenance crew is working very hard at getting units ready for rental. We are at 97.99% occupied.

C. General Information

1. Modernization Report

Mr. D'Ascoli updated the BOC on current projects. West Hill Gardens has another unit with a rehabbed bathroom. Electrical panels have been upgraded at Mayfair Gardens. Units on Lisa Drive have received replacement windows and they look very nice. Mr. D'Ascoli shared the door to MHA's office now has a button easing the accessibility to the office for handicapped individuals.

2. New Hire – Janel Rios Administrative Assistant -
Mr. D’Ascoli reported Janel Rios has been hired to replace Marshareen Harris. Janel formerly worked at Imagineers and she brings that experience and enthusiasm to MHA.
3. CONN-NAHRO Conference
Mr. D’Ascoli asked if any of the Commissioners are interested in attending this conference to get back to him so he can make reservations early and take advantage of the “early bird” special

VI. Chairman’s Report

Chairman Howroyd commented about the recent Community Session he had at the Congregate. Some of the tenants raised concerns about several items. The front door is a tripping hazard; there is a lip that makes it difficult for individuals with walkers or wheel chairs to enter the building. Tenants asked if there could be more umbrella’s placed outside, currently there is only one table with an umbrella. A question was also asked why tenants cannot exit from the dining room directly to the patio. Currently they are not allowed to do so. Mr. D’Ascoli said he would look into these items.

VII. Old Business –

- A. Webster Bank – Presentation of new banking options

Chairman Howroyd called for a motion to table item A Webster Bank. Ms. O’Neill so moved; Ms. Holmes seconded. Motion passed 5-0.

- B. Formation of a Non-Profit – See above

VIII. New Business – Resolution 2016-19 PHA Board Resolution for Annual Plan

- A. Resolution 2016-19 PHA Board Resolution for Annual Plan – Chairman Howroyd called for a motion to accept Resolution 2016-19 PHA Board Resolution for Annual Plan. Mr. Rubin so moved. Ms. Taylor seconded. Motion passed 5-0.

- B. Resolution 2016-20 Annual HQS Inspection Contract

Mr. D’Ascoli explained he send out an RFP for a new inspector for our Section 8 department. MHA does not have a contract with the current inspector. After careful review we would like the board to award McCright & Associates a three year contract. The cost would be more than we are currently paying but this company would handle all aspects of our inspections including scheduling the annual inspections, handling the re-inspections, sending out notifications for failed inspections and handling abatements. Chairman Howroyd called for a motion to accept Resolution 2016-20 Award HQS Inspection Contract. Ms. O’Neill so moved. Ms. Taylor seconded. Motion passed 5-0

IX. Items for Future Agenda - None

X. Executive Session

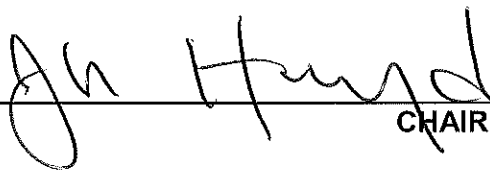
Chairman Howroyd called for a motion to move into executive session. Ms. O'Neill so moved. Ms. Taylor seconded. Motion passed 5-0 at 7:47 pm.

Chairman Howroyd asked for a motion to end the executive session at 8:18 pm. Ms. Taylor moved; Ms. Holmes seconded. Motion passed 5-0.

The Chairman asked to suspended the rules to add to the agenda under New Business item #3 - Resolution 2016-21 that the Executive Director explore the possibility of submitting and RFQ to the Town of Manchester regarding 205 North Elm Street a potential real estate acquisition. The motion was made by Ms. O'Neill and seconded by Ms. Taylor and motion passed 5-0.

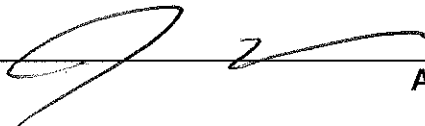
XI. Adjournment

Chairman called for a motion to adjourn the meeting at 8:20 pm. Ms. O'Neill so moved. Ms. Taylor seconded. Motion passed 5-0.



CHAIRMAN

9/21/2016



ATTEST