

October 19, 2016

Mayfair Gardens

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

**I. Meeting Called to Order**

Chairman Howroyd called the meeting to order at 6:49 p.m.

**II. Adoption of Minutes – Meeting of September 21, 2016**

Chairman Howroyd called for a motion to adopt the minutes of September 21, 2016. Ms. O'Neill moved. Mr. Rubin seconded and the motion passed 3-0.

**III. Correspondence – Letter from HUD**

A. HAI – Low Loss Ratio Award 2012-2014

Mr. D'Ascoli reported MHA has been awarded the HAI Certificate by our insurance carrier.

B. Joe Roy & Associates – Independent Audit

Mr. D'Ascoli reported that Joe Roy & Associates will be starting our yearly audit the last week of January 2017 or the first week of February. This is the final year of our three year contract with them. The Board of Governance requires each board member fill out the questionnaire. Mr. Rubin asked if there is anything specific that the board should be looking for. Mr. D'Ascoli stated there is nothing specific. He did add that the previous audit company had required Michael Klug to move some money around and last year Joe Roy & Associates found that we did not have to do that. MHA did get dinged by HUD on the FAS scores for that. Mr. D'Ascoli explained to the Board he will have Mike Petro come in and look over our finances with Mr. Counihan to be sure we have things in order before the auditors come in.

**IV. Accounts Payable – September 2016** Mr. D'Ascoli reported things are looking very good.

**V. Executive Director's Report**

A. Financial Statements – September 2016

Mr. D'Ascoli reported these are preliminary numbers as Mr. Counihan is working on finalizing the year end reports. We are looking very good and we want to be sure that nothing is outstanding for year end. He added we will see some increases in our legal expenses. Our lawyers have been assisting public housing with the notices send to tenants who are late paying their rent.

B. Vacancy Report – September 2016

Mr. D'Ascoli reported we are at 98.8% occupied thanks to the hard work by our maintenance department.

C. General Information

1. Modernization Report

Mr. D'Ascoli reviewed the status of projects we are working on.

2. Notification of Award for Congregate housing of \$3.6m state grant for remodeling

Mr. D'Ascoli shared he just received notification that MHA has been awarded a \$3.6 grant for remodeling and making improvements to the Congregate.

3. PHADA 2017 Commissioner Conference

Mr. D'Ascoli requested if any Board members are interested in attending this conference to let him know and he will handle getting them registered.

**VI. Chairman's Report**

Chairman Howroyd shared that on October 5 he met with tenants from Spencer Village.

**VII. Old Business**

Mr. D'Ascoli shared he has had several meetings with the residents of Westhill Gardens regarding the changes in trash removal. Tenants will now be responsible for putting their trash directly in the dumpsters rather than having the maintenance staff do it.

**VIII. New Business**

A. Resolution 2016-30 – Siemens Phase II (EPC) Authorizing the Submission

Mr. D'Ascoli reported he has received documentation from Crews and Associates. His only concern is regarding the purchase of materials for this project. We cannot sue Cruz & Associates but the manufacturer. Mr. Rubin commented that is correct the only time we could sue the contractor is if the materials are installed incorrectly. Motion was made by Mr. Rubin to approve Resolution 2016-30 Siemens Phase II (EPC) Authorizing the Submission. Ms. O'Neill seconded. Motion passed 3-0.

B. Resolution 2016-31 – Changes to MHA ACOP regarding Repayment Agreement

Mr. D'Ascoli informed the Board of a change necessary in the ACOP regarding repayment agreements and the schedule for repayments. The additions read:  
Amounts under \$1000 must be repaid within 12 months.

Amounts between \$1000 and \$1,999 must be repaid within 24 months.

Amount between \$2,000 and \$2,999 must be repaid within 30 months

Amounts above \$3,000 and the federal or state threshold for criminal prosecution must be repaid within 36 months.

Mr. Ms. O'Neill moved to approve Resolution 2016-27 Approval of Operating Budget.

Ms. Taylor seconded. Motion passed 3-0.

C. Resolution 2016-32 – Congregate Housing Food Service Contract Award

Mr. D'Ascoli commented the contract for food service at the Congregate expires on December 31, 2016. An RFP was sent out and 2 responses were received. Motion was made by Mr. Rubin and Ms. O'Neill seconded. Motion passed 3-0.

D. Resolution 2016-33 – Closing of LIPH 0/1 Bedroom for PH Wait List

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Motion was made by Ms. O'Neill to pass Resolution 2016-33 – Closing of PIPH 0/1 Bedroom for PH Wait List. Mr. Rubin seconded. Motion passed 3-0.

**IX. Items for Future Agenda**

Mr. Rubin reminded Chairman Howroyd the Board wanted to begin the evaluation of the Executive Director. Chairman Howroyd stated he will get evaluation sheets to the board members.

Request was made to change the date for the November board meeting from Wednesday November 16 to Tuesday November 15 at the same time.

**X. Executive Session – None**

**XI. Adjournment**

Chairman called for a motion to adjourn. Ms. O'Neill moved to adjourn the meeting. Mr. Rubin seconded. Motion passed 3-0. The meeting adjourned at 7:30 pm.

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CHAIRMAN

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ATTEST: