

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

2018

Wednesday, February 21, 2018

Mayfair Gardens Community Room

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

Absent: None

I. Meeting Called to Order – Introduction of new board member Timothy Becker

Chairman Howroyd called the meeting to order at 6:30 pm. Chairman Howroyd introduced newest board member Timothy Becker. Mr. Becker shared he is looking forward to serving with everyone.

II. Adoption of Minutes – Meeting of

- A. December 20, 2017
- B. January 17, 2018 – Meeting cancelled due to weather
- C. February 8 – Special Board Meeting

Chairman Howroyd called for a motion to approve the minutes of December 20, 2017 and February 8, 2018. Ms. O’Neill so moved; Ms. Taylor seconded.

Motion passed for the December 20, 2017 minutes 4-0 with new Commissioner Mr. Becker abstained; and

Motion passed for the February 8, 2018 minutes 3-0 with Vice Chair Mr. Rubin and new Commissioner Mr. Becker abstained.

III. Correspondence

- A. Email – Mr. D’Ascoli shared the Resignation Letter from former Commissioner Mary Ann Creamer to the rest of the MHA Board.
- B. Letter from HUD – Mr. D’Ascoli copied the Board a letter from HUD dated January 29, 2018 pertaining to the latest Section 8 management Assessment Program (SEMAP) results for FYE 9/30/17. Mr. D’Ascoli indicated that once again the Section 8 Department received a 100% rating which designates us as a High Performer. Mr. D’Ascoli shared kudos to the Section 8 staff for a job well done.
- C. Letter from HUD – Public Housing Assessment System (PHAS) Score notification dated February 8, 2018. Mr. D’Ascoli reported MHA received a score of 89% for FY 9/30/17 which drops us to Standard Performer instead of High Performer. He is appealing the 1 percentage point. The drop was not of a financial nature but due to some items on a project not yet completed. (EPC, Energy Performance Contract that was awarded thru HUD)

IV. Accounts Payable

- A. December 1, 2017 Payment Summary & Detail Report
- B. January 2018 Payment Summary & Detail Report

Mr. Becker asked for an explanation for some of the payouts; Security Guard for the Congregate on weekends, Action Jackson is a snow removal and landscaping service for North Elm Street; and Ozark Bank who financed the Solar field project.

V. Executive Director's Report

A. Financial Statements

1. December 2017 – The accountant for MHA Mr. Robert Counihan reported AMPs 1 and 2 are within budget. There was a slight loss in January due to snow removal costs. The RAP payments are delayed due to the State financial status. North Elm Streets operates at a loss due to the expenses being larger than the income from rents. MHA collects the rents and manages the property. MHA does not make payments to the Town to cover the repairs expenses. Question was asked if the Town is considering selling the property. Chairman Howroyd explained the Town does want to sell the property and put out an RFP but received no responses. MHA was approached by the Town to purchase it but this property needs anywhere from \$750k to \$1m worth of repairs.

Mr. Counihan shared the Central Office Cost Center, COCC, is working well within the system. He explained this account pays some of staff salaries and any repairs or services are charged back to this cost center.

The HVC program, Section 8, has to be closely watched because HUD has been cutting back on the funding.

The SERT program has been making money the last few years. Both SERT and HCV makes payments to the COCC.

2. January 2018 – No questions

B. Vacancy Report – January 2018

Mr. D'Ascoli commended the maintenance staff and property managers for working diligently to get units renovated and ready for new tenants.

Question was asked about units being taken off line. Mr. D'Ascoli explained if a unit needs extension repairs we can request thru HUD to take a unit offline so we are not penalized. In one instance we have a unit in litigation and it cannot be leased up or taken off line.

C. General Information

1. Modernization Report

Mr. D'Ascoli reviewed several of the projects currently being worked on. Once the weather warms up we will be putting out RFP's for roof repairs. The solar field is up and producing electricity. MHA is the only housing authority with a solar field in the State of Connecticut. We will have a ribbon cutting ceremony with Town and State dignitaries once the weather gets nicer.

2. Circle of Friends – Quarterly Newsletter from Mary Ann Murray
Ms. Murray, with money from the Town of Manchester, produces a quarterly newsletter. It is a good way to keep residents informed about know what’s going on at our properties.
3. Update on Congregate Renovation Plans
Mr. D’Ascoli reported that he has had numerous meetings recently with CHFA and the Contractors and is hoping that if all goes well, the MHA should begin the process of the renovations within the next 2 months.
4. NAHRO – Legislative Conference April 22 - 24, 2018
Mr. D’Ascoli requested any Board members interested in attending this conference to let him know and he will make reservations.
5. Discussion regarding Spencer Village – CHFA Notice of Funding Availability (State-Sponsored Housing Portfolio)
Mr. D’Ascoli shared he met with CHFA regarding funding for this project. This property is operating in the red and it needs a lot of renovations/improvements. We are applying for grant money but, it there is an April 27 deadline to submit the paperwork and the Architect needs to be paid. We need \$50k to complete the project design. Mr. D’Ascoli is looking for some leveraging tools;
 - Getting money from the Town of Manchester
 - Project based vouchers, Section 8 for 20 units which would allow more in rental amounts to be collected
 - Asking Manchester Savings Foundation for funding
 - Town CDBG funds

Mr. D’Ascoli did explain that we will try our best to put forth a great proposal but in the end it is up to CHFA to decide who will be awarded the funding and if we are not chosen we would need to look elsewhere because this may be last go around of SSHP Funds.
6. Small Area Fair Market Rent (SAFMR) Meeting in Philadelphia, PA HUD Field Office
Mr. D’Ascoli explained that HUD is one of 24 housing authorities that will be required to have separate fair market rental amounts because we have two separate zip codes by April 1st. He will be attending a workshop in March in Philadelphia to get more information about this program. His concerned that this program will cost more for MHA and there has already been a reduction in the amount of HUD funding we receive.

VI. Chairman’s Report - None

VII. Old Business - None

VIII. New Business

A. Resolution 2018-2 New and Revised Personnel Policy

Mr. D’Ascoli reported he just received the updated and revised MHA’s Personnel Policies from the attorney. He is asking for the Board to approve the new policy. Ms. Taylor said she has briefly looked this over and she wants to be sure that the new policies are followed through. Mr. Becker asked that the board table this item until members have had a chance

to review this new policy. Chairman Howroyd asked to a motion to table Resolution 2018-2. Mr. Becker so moved, Ms. O'Neill seconded. Motion passed 5-0.

B. Resolution 2018-3 Webster Bank

Mr. D'Ascoli reported that MHA utilizes Webster Bank as our vendors. Mr. D'Ascoli explained that currently interest rates have been increasing and the MHA is not using all of Webster's services, we do have some money in our accounts that could be used to open a money market account which would gain interest. We are looking at the COCC account, removing some of the funds and opening a MM account. Chairman Howroyd called for a motion to authorize Mr. D'Ascoli to open a money market account at Webster Bank. Mr. Rubin so moved, Mr. Becker seconded. Motion passed 5-0.

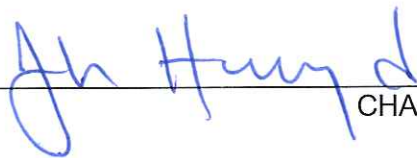
IX. Items for Future Agenda

Chairman Howroyd asked if there are any items the Board wishes to have on the agenda to let him or Mr. D'Ascoli know.

X. Executive Session – None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved, Ms. Taylor seconded. Motion passed 5-0 at 8:13 pm.



3/21/2018

CHAIRMAN



3/21/18

ATTEST