

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

2017

September 19, 2017

Mayfair Gardens Community Room

Attending: Josh Howroyd - Chairman  
Paul Rubin – Vice Chairman  
Lisa O’Neill  
MaryAnn Creamer  
Joseph D’Ascoli, Executive Director

Absent: Judith Taylor – Tenant Commissioner

## I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:32 pm.

## II. Adoption of Minutes – Meeting of June 21, 2017

Chairman Howroyd called for a motion to approve the minutes of June 21, 2017 meeting. Ms. O’Neill moved to approve the minutes; Ms. Creamer seconded. Motion passed 3-0.

### - Special Meeting of July 11, 2017

Chairman Howroyd called for a motion to approve the minutes of July 11, 2017 meeting. Ms. O’Neill moved to approve the minutes; Ms. Creamer seconded. Motion passed 3-0

Mr. Rubin had walked into the room at 6:40 am

## III. Correspondence –

- a) Mr. D’Ascoli had discussed the recent Press Release dated August 7, 2017 pertaining to the solar field published in the Journal Inquirer
- b) Mr. D’Ascoli had discussed the recent HUD notification dated August 8, 2017 from the Hartford HUD Field Office that has designated the MHA as a Higher Performer Housing Authority. Mr. D’Ascoli gave thanks to his staff for a job well done in accomplishing this recognizing from HUD.
- c) Mr. D’Ascoli had discussed the recent the recent notification from the Town of Manchester Board of Directors dated August 17, 2017 approving the 2017 -2018 CDBG Annual Action Plan that will award the MHA a total of \$50,000.00. Mr. D’Ascoli indicated that with this grant the MHA will be able to upgrade six bathtubs with accessible showers for the tenants at Westhill Gardens and Westhill Gardens Annex.
- d) Mr. D’Ascoli had discussed the recent letter from the Manchester Police Department in regards to the Police Explorers stating that he will be on behalf of the MHA take out a quarter page sponsorship in the amount of \$200.00. All 4 Board members approved
- e) Mr. D’Ascoli had discussed the recent HUD notification dated August 16, 2017 from the Hartford HUD Field Office executing our Capital Fund plan. The MHA will be receiving a total of \$387,118.00 for FY 2017 in which the MHA has already issued RFP.
- f) Mr. D’Ascoli had discussed the recent PHADA Letter in regards to pending lawsuit in which PHADA has informed HA that were plaintiff in the lawsuit that the government had lost the case and that HA would be receiving back their operating reserves. Mr. D’Ascoli had informed the Board that they could be a plaintiff in the 2<sup>nd</sup> round of the lawsuit but it would have cost the HA roughly \$620.00 (The MHA would have to give \$3,000.00 to be part of the lawsuit in which if the case was won once again would have received back a total of \$2,380.42)

g) Mr. D'Ascoli had discussed the recent letter dated September 15, 2017 from HAI awarding the MHA a Low Loss Ratio Award

IV. Accounts Payable – August 2017 Payment Summary & Detail Report  
Mr. D'Ascoli reported things look good, nothing out of the ordinary.

V. Executive Director's Report

A. Financial Statements – August 2017

Mr. D'Ascoli reported MHA had a monthly loss of \$21k and the YTD shows a gross gain of \$408k. Mr. D'Ascoli had explained that the majority of programs have a FY of 9/30, some of the current profit will be decreased for year-end entries in reserve provisions, PILOT, Insurance and year end accruals. The figures should maintain a healthy operation for the year.

B. Vacancy Reports – August 2017

Mr. D'Ascoli reported units are in good shape. Mr. D'Ascoli had shown the Occupancy Rate from last FY 10/1/15 – 8/31/16 and present FY 10/1/16 – 8/31/17 that the MHA had increase of nearly .5% over the same period. Mr. D'Ascoli had had shown from the same time period that the MHA had a reduction of nearly \$14,000 from last year amount.

C. General Information

1. Modernization Report

Mr. D'Ascoli had handed out a copy of the 2016 -2017 Projects that have been completed and RFP that have been issued for upcoming projects that the MHA will be working on.

2. Circle of Friends

Mr. D'Ascoli had passed out copies of the quarterly publication that Mary Ann Murray (Director Resident Services 7 Congregate Housing) does on behalf of our residents that we serve.

3. Advocacy Letters that were sent out by Mr. D'Ascoli

Mr. D'Ascoli had explained that the month of August is the month of Advocacy Initiative. Since Members of Congress are back home this is when it is a great time to send them letters. I have included the 6 letters that I had done in the month of August that had gone out to our legislators (Public Housing Capital Fund, Low Income Tax Credits, Small Housing Agency, Housing as Critical Infrastructure, FY 2018 Appropriations, and Support Affordable Housing Credit Improvement Act of 2017)

4. NERC-NAHRO – Training for Commissioners

Mr. D'Ascoli had passed out the latest training that NERC-NAHRO will be having in regards to How to be a Successful Commissioner at your PHA that will be held on November 18 at the Middletown H.A.. If anyone is interested please let me know so that I can sign you up for the training.

5. NAHRO – Annual Conference

Mr. D'Ascoli had passed out the National NAHRO upcoming Annual Conference that will be held in Pittsburgh, PA. If anyone is interested please let me know so that I can sign you up for the training.

6. PHADA – Issue Brief paper  
Mr. D'Ascoli had passed out this briefing paper for the board to read that he had picked up on his trip to Washington D.C. last week at the PHADA Legislative Conference
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8. CHR – Project Based Subsidies  
Mr. D'Ascoli had passed out an email that he had received from Brenda Earle (Director of Property Development and Asset Management Admin & Finance) asking to meet with the board next month to discuss the possibly to see if the MHA is willing to issue PBV for their Promise House Development. The Board had accepted to hear their proposal. Mr. D'Ascoli will inform Ms. Earle.

Commissioner Creamer had to leave and had left the room at 7:43 pm

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business

1. Resolution 2017-13 – MHA Public Housing ACOP (Admission & Continued Occupancy Program)  
Mr. D'Ascoli noted some technical changes were made to the ACOP for Public Housing. If the board approved this revision, a copy will be submitted to HUD for their approval. Ms. O'Neill moved to approve Resolution 2017-13 MHA Public Housing ACOP (Admission & Continued Occupancy Program). Mr. Rubin seconded. Motion passed 3-0.
2. Resolution 2017-14 – Section 8 Fair Market Rent  
Mr. D'Ascoli shared to the BOC the new FY 2018 FMR that were published in the Federal Register dated August 31, 2017. The MHA will hereby adopt the new FMR to be effective October 2<sup>nd</sup>, 2017. Ms. O'Neill moved to accept Resolution 2017-14 – Section 8 FMR's. Mr. Rubin seconded. Motion passed 3-0.
3. Resolution 2017-15 – USA Hauling & Recycling  
Mr. D'Ascoli had informed the BOC that he was contacted by his Account Manager from USA Hauling & Recycling that they were informed by MIRA that the tipping fees were going to be increased by 9.38%. Therefore the BOC had agreed to do a change-over with the existing contract that is in place with the increase. Ms. O'Neill moved to accept Resolution 2017-15 – USA Hauling & Recycling. Mr. Rubin seconded. Motion passed 3-0.
4. Resolution 2017-16 – Proposed Annual Budget  
Mr. D'Ascoli shared to the BOC the Proposed Annual Budget for FY 2017 – 2018. Mr. D'Ascoli had explained that he had used the expenses and income based upon the past 3 year averages along with the utility cost. Ms. O'Neill moved to accept Resolution 2017-16 – Proposed Annual Budget. Mr. Rubin seconded. Motion passed 3-0.

5. Resolution 2017-17 – Cost of Living Increase

Mr. D’Ascoli shared to the BOC the COLI for the staff. Mr. D’Ascoli had indicated that he would like to implement a 2% increase across the board starting the with the first pay period of the FY starting October 8, 2017. Ms. O’Neill moved to accept Resolution 2017-17 – Cost of Living Increase. Mr. Rubin seconded. Motion passed 3-0.

6. Resolution 2017-18 – Write-Offs

Mr. D’Ascoli shared to the BOC the FYE 2017 TAR Write-Offs. Mr. D’Ascoli had explained the totals from the 3 different programs (State Elderly, Congregate, and Federal) in the amount of \$29,449.78. Ms. O’Neill moved to accept Resolution 2017-18 – FYE 2017 TAR Write-Offs. Mr. Rubin seconded. Motion passed 3-0.

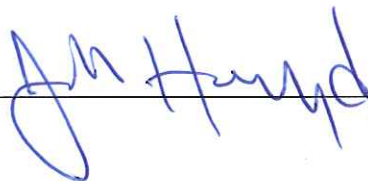
IX. Items for Future Agenda

Chairman Howroyd requested any future agenda items be forwarded to him or Mr. D’Ascoli.

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O’Neill so moved, Mr. Rubin seconded and the meeting was adjourned at 8:00 pm.



10/18/2017

CHAIRMAN



10/18/17

ATTEST: