

Attending: Chairman Josh Howroyd
Robert Shanbaum
Flora Jimenez
Paul Rubin
Carol Shanley
Patrick Barder, Executive Director

I. Call to Order

Chairman Howroyd opened the meeting of the Manchester Housing Authority at 6:05 pm and welcomed residents of Spencer Village. Chairman Howroyd introduced the members of the Board and indicated that we do not have a quorum but will open the meeting to public comments.

II. Public Comments – *These minutes are intended to be an overview of the comments made and are not necessarily verbatim.*

Ms. Nicole Seymour 50 Pascal Lane addressed the Board.

Ms. Seymour asked the Board when the parking lot is going to be re-striped to add additional handicapped parking spaces. Currently there is only one space designated for handicapped parking. She also asked when the generator is going to be installed.

Mr. Barder addressed the questions and shared the re-striping of the parking lot is on the list to be completed. With regards to the generator, the cost of a generator is between \$35 and \$40K. A generator this size is run by natural gas, propane or gasoline. There are no natural gas lines to this building. He also wanted residents to know that generators are very, very noisy.

Chairman Howroyd added the State of Connecticut gave us money for a Capital Needs Assessment report which we have completed for this complex as well as the Congregate. This report outlined all the items that are in need of repair or replacement including windows, doors, new roof and repair of the driveway.

Mr. Tim Loosemore 40 Pascal Lane addressed the Board.

Mr. Loosemore shared he heard a rumor that this community room is going to be demolished and a new one built.

Mr. Barder stated the community room is not going to be demolished but once funds become available improvements will be made to the room. He requested from the State a Small Improvement Grant in the amount of \$50K of which \$25K would have to come from private sources. If this is granted MHA will be able to renovate the Community Room and make much needed improvements.

Mr. Loosemore also asked if it would be okay if when it snows that he started shoveling around the complex. He explained that maintenance sometimes does not get to this complex until 9:00 or 10:00 and some residents need to get out and he is volunteering to shovel snow.

Mr. Barder said yes he could do that.

Mr. Jude Therrien 36F Pascal Lane addressed the Board.

Mr. Therrien asked about the parking stickers. Currently there are several residents that have multiple vehicles and when he gets a vehicle he wanted to be sure that a sticker would be available to him.

Mr. Barder indicated that Ms. Martha Bertrand handles issuing parking stickers.

Ms. Bertrand said that a resident has to have a valid driver's license and a valid registration to get a parking sticker. Only one sticker is issued per unit and if residents have a second vehicle they have to make alternative arrangements for parking that vehicle. Any vehicle that does not have a sticker on the window will be towed. She went on to say that if residents have a visitor the visitor vehicle has to have a temporary parking sticker on the window. Residents have to come to the office to receive those temporary stickers. Ms. Bertrand also stated that in extreme circumstances a resident can put a note in the window of the guest's vehicle indicating their name and unit number and the towing company will waive towing the vehicle. The towing company will notify her of the note.

CORPORATE MINUTES | **2013**

MANCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Mr. Barder shared that MHA needs to get control of the parking situation and if a resident has a guest staying overnight the resident must obtain a temporary parking pass.

Ms. Cathy Kozlovich 36A Pascal Lane addressed the Board.

Ms. Kozlovich asked about weekend parking passes sometimes her mother comes to visit and the office is not open to get a temporary pass.

Ms. Bertrand shared in that case the resident can put a note in the window with their name and unit number so the vehicle will not be towed.

Mr. Nik Diakolambrianos 78 Pascal Lane addressed the Board.

Mr. Alan Carpenter 66G Pascal Lane addressed the Board.

Mr. Carpenter asked when the laundry room is going to be renovated and the machines replaced.

Mr. Barder reported the machines are ordered by a company call MacGray and they are responsible for maintenance of the machines and keeping them clean. Some machines at other MHA complexes have been changed to accept cards rather than coins. MacGray install a machine that issues the cards and allows residents to add money to the card at any time in increments of \$5, \$10 or \$20.

Mr. Shanbaum asked when the contract with MacGray expires and Mr. Barder indicated he thought it was a ten year deal.

Ms. Cathy Kozlovich 36A Pascal Lane asked about having her unit painted and if her kitchen cabinets could be replaced as bottom of the cabinet under the sink is all rotted out.

Mr. Barder explained if residents can find a painter that will follow MHA guidelines for painting, MHA will supply the paint. She needs to speak with Ms. Bertrand and she will make the arrangements for getting the paint. As far as the kitchen cabinets, Mr. Barder explained that MHA does not have the funding to replace them. Repairs can be made but no replacements at this time. Chairman Howroyd shared this complex is 30 years old and the Board is well aware that many items have reached their life expectancy and need to be replaced. The State is making some money available to housing authorities to make capital improvements. MHA has submitted application requesting those funds.

Mr. Alan Carpenter asked the Board if he could make some cosmetic changes to his unit, specifically to put in an entertainment center.

Mr. Barder requested he submit a copy of the plans to him and Ms. Bertrand.

Mr. Barder reported to the Board the State budget for Public Housing has not been passed and therefore there is no utility subsidy. Rather than eliminating resident's utility subsidy starting October 1 MHA will temporarily be lowering their monthly rent to \$325. Once the budget gets passed and funding resumes to MHA the rent will go back up to \$400.

Chairman Howroyd closed the public comments at 6:40 pm.

A. Discussion of Public Comments - None

III. Adoption of Minutes – Meeting of July 17, 2013

Chairman Howroyd called for a motion to approve the minutes of the July 17, 2013 meeting. . Mr.

Shanbaum observed a typo on page 4. Motion was made by Ms. Jimenez to approve the minutes of July 17 as amended. Ms. Shanley seconded. Motion passed 4-0 with one abstention.

CORPORATE MINUTES | **2013**
MANCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

IV. Correspondence

Mr. Barder discussed the article from the NAHRO Journal and asked the Board to read the article. The article talks about regulatory reforms that the federal government wants to make and these changes will drastically affect states, cities and towns. The government is over reaching on many levels. It is important that MHA write to our state and local politicians to make them aware of these proposed changes.

Mr. Barder reported MHA is receiving only 77% of funding for AMPI and AMP II Pilot programs yet we are required to reimburse the Town 100% for a portion of this.

Chairman Howroyd mentioned that MHA will lose out on the rebate for trash pick up. Mr. Barder suggested scheduling a meeting with the Town Manager to discuss these issues.

At the last Board meeting there was a discussion about the cleanliness of the washing machines and who is responsible for that.

Mr. Barder shared he had a discussion with MacGray and they are responsible for cleaning them on a monthly basis and to date that has fallen off the radar.

Mr. Barder said he will be requesting 4 items to be added to the Agenda under new business.

V. Accounts Payable

Mr. Barder reported a quiet month and MHA will be okay through October and November. There has been no direction from Congress with regard to HUD funding.

VI. Executive Director's Report

Mr. Barder. Mr. Barder reviewed the Financials and stated MHA is doing the best we can. We have cut out any extraneous spending. Particular attention was paid to the Section HCV program and the possible shortfalls in December.

VII. Chairman's Report

Chairman Howroyd reminded the Board that CONN NAHRO conference is scheduled for next week.

VIII. Old Business - None

IX. New Business

Mr. Barder asked the Board to add to the agenda the following items

- 2013-5 Approval of the Funding Letter to the Department of Housing Preservation Grant
- 2013-6 – Amendment to LEP
- 2013-7 – Affirmative Marketing for State Units
- 2013-8 – Small Program Grant Application
- 201309 – Approval of Work Items for Capital Fund

Mr. Shanbaum moved to add these items to the agenda. Ms. Jimenez seconded. Motion passed 5-0.

2013-5 Approval of Housing Preservation Grant Requests to the Department of Housing

Mr. Barder shared that MHA was granted \$150K for a report on Spencer Village and Congregate to assess needed repairs and replacements. The State has put MHA in touch with an architectural firm that

2013

**CORPORATE MINUTES
MANCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

will take the plans to the next step. Before the State will release any money we need to have more detailed plans and specifications drawn up. Chairman Howroyd indicated that Governor Malloy has put money into bonds for public housing grants.

Motion was made by Mr. Rubin to authorize the Chairman to sign the Funding Letter to the Department of Public Housing. Mr. Shanbaum seconded. Motion passed 5-0.

2013-6 – Amendment to Limit English Proficiency Policy.

Chairman Howroyd is abstaining from this item.

Motion was made to approve the Amendment to Limit English Proficiency Policy by Mr. Rubin. Ms. Shanley seconded. Motion was passed 3-0 with two abstentions.

2013-7 – Affirmative Marketing for State Units

Motion was made by Mr. Shanbaum to approve the Affirmative Marketing for State units. Ms. Jimenez seconded. Motion passed 5-0.

2013-8 – Small Program Grant Application

Mr. Shanbaum moved to approve the Small Program Grant Application. Ms. Shanley seconded. Motion passed 5-0.

2013-9 – 2013 Work Items for the Capital Fund

Mr. Shanbaum moved to approve the 2013 Work Items for the Capital Fund. Mr. Rubin seconded. Motion passed 5-0.

X. Items for Future Agenda - None

XI. Executive Session - None

XII. Adjournment

Motion was made by Ms. Jimenez to adjourn the meeting at 7:40 PM. Ms. Shanley seconded. Motion passed 5-0.

CHAIRMAN

ATTEST: _____