

**MEETING OF BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF MANCHESTER
November 28, 2012 6:00 PM**

Attending: Chairman Josh Howroyd
 Vice Chairman Timothy Becker
 Robert Shanbaum
 Paul Rubin
 Patrick Barder, Executive Director

Absent: Flora Jimenez

I. Chairman Howroyd opened the meeting at 6:10 pm and welcomed the residents of Mayfair Gardens.

II. Public Comments

Chairman Howroyd invited residents to make comments. These minutes are intended to be an overview of the comments made and are not necessarily verbatim.

Mr. Don James 231B North Main Street addressed the Board.

Mr. James handed copies of a petition signed by residents of Mayfair Gardens. The petition is requesting the Executive Director of the Housing Authority replace the fence that separates the properties at the back of Mayfair Gardens. The existing fence was in disrepair and was removed in early spring. Since the fence removal there has been an increase in people from the neighborhood cutting through Mayfair Gardens to get to Main Street. Mayfair residents do not feel safe and there have been several residents have had their units broken in to, these break-ins were reported to the police.

Chairman Howroyd explained he wants to have an elevated landscape buffer that will prevent people from walking through the properties.

Mr. Barder shared MHA is in the design phase now and he anticipates this will be done in May of 2013. Mr. Rubin asked if the designs will be ready by the next meeting and if so if the Executive Director would bring them to the meeting.

Mr. Becker questioned what time the residents unit was broken into.

Mr. James answered it was late at night

Ms. Judy Taylor 283 B north Main Street addressed the Board.

Ms. Taylor shared that people cutting through the Mayfair property have broken and stolen some plantings. She also stated the adjacent properties have noisy parties and it is very disturbing.

Ms. Jackie Guice 291 A North Main Street addressed the Board.

Ms. Guice asked about the patio work and when were the other residents going to have work done on their units.

Mr. Barder shared that the remaining 52 units will be getting patios as part of the Capital Plan. He has to put this project out to bid and hopes it will be completed early next year.

Ms. Cindy Parkington 255 B North Main Street addressed the Board.

Ms. Parkington shared that Mayfair residents have been meeting with a patrolman from the Manchester Police department as part of their Outreach Program. Residents are talking about how to be safe and the police have been helpful in giving them information about their own safety and keeping their units secure.

Mr. Don James 231B North Main Street addressed the Board.

Mr. James reported there is a gap around air conditioners that lets in cold air. Also his front door needs weather stripping around the door jamb and the cold air is coming in. He would like to see that addressed around all of the units.

Mr. Barder shared MHA is aware of these issues and he has made this part of the Capital Needs Funding. He asked that residents call in a work order to have maintenance take a look at the problem.

Mr. David Bub 231 C North Main Street addressed the Board.

Mr. Bub shared that his unit is drafty.

Mr. Barder asked Mr. Bub to please place a call to have a work ticket opened and someone from maintenance will come and take a look to see what can be done to block the draft. All the units do have covers for their air conditioners.

Chairman Howroyd shared with the residents that the Board is aware that there are many issues with drafts due to the age of these units and maintenance is doing what they can to correct some of these issues.

Mr. Barder shared that Mayfair Gardens has another maintenance person working here and this will help with getting work orders completed in a timelier manner.

Chairman Howroyd closed the Public Comments at 6:30 pm.

III. Adoption of Minutes – Meeting of October 12 and 17, 2012

Chairman Howroyd asked for a motion to approve the minutes of meeting of October 12 and 17, 2012.

Mr. Becker moved to accept the minutes of both October 12 and October 17. Mr. Rubin seconded.

Motion passed 4-0.

IV. Correspondence

Mr. Barder reported he received a letter from HUD saying the Annual Plan has been approved. He has no word on the Capital Fund.

Mr. Barder indicated that progress is being made at the Congregate. The contract for caterer at the Congregate is up next year and he plans to put in an RFP to see what other companies have to offer. Food is very costly and there have been complaints from residents at the Congregate about the quantity of food being served and the quality. The portions are misaligned from day to day. Chairman Howroyd shared that MHA only received two or three bids the last time and RFP was put out.

Mr. Barder shared an increase in the ERAP money should help stabilize expenses throughout the year; we should have some wiggle room.

V. Accounts Payable

Mr. Becker moved to table the Accounts Payable Report. Mr. Rubin seconded. Motion passed 4-0.

VI. Executive Directors Report - Financial Statements & Management Reports

Mr. Barder reviewed the Financial Statement which reflects the first month of the new fiscal year and said things look good.

Chairman Howroyd commented that the landscaping around West Hill Gardens is looking good. Mr. Barder showed pictures of a couple of the trees that have been planted and that the hydro seeding that was done is taking hold. Ansaldo Construction provided good fill and top soil and Dave Scape has done a good job. Residents seem to like what has been done so far. TruGreen is finishing up and they have spread lime around both West Hill and Spencer Village to balance the soils PH.

Mr. Barder reported the auditors are on site and are progressing well with their review.

Chairman Howroyd shared the kitchen in the Community Room at West Hill Gardens has been completed and it looks very nice. Mr. Barder indicated many compliments have been received.

Mr. Barder remarked that the heating system in the office had been improved. There are now six zones instead of one and there is better heat flow. He indicated that the existing boiler is far too big for the complex and a new one will not be as large and be far more energy efficient.

Mr. Barder indicated there was some storm damage at West Hill from the hurricane. Some of the roofs lost shingles and they are being replaced or repaired. Some of the roofs will need to be replaced in this summer.

Mr. Barder reviewed the unit turnover report for October and November. He commented that with the additional maintenance person unit turn over should be quicker. Another maintenance person is needed at Pascal Lane and Mr. Barder shared he is looking at resumes to fill that position.

Mr. Barder said that he MARC Inc. is providing staff to clean the West Hill offices and the hallways and general areas at the Congregate. MARC staff is doing a nice job.

Mr. Barder reported that the trash removal contract has expired. He has contacted the Town to see if MHA can piggy back with the Town and get the same rate as they are paying.

Mr. Barder commented he has not heard back from Atty. O'Neill about the North Elm Management Agreement. Chairman Howroyd suggested he send another letter requesting this agreement.

VII. Chairman's Report

Chairman Howroyd reported that we need to set the schedule of meetings for the Board for 2013. Currently the meetings are scheduled for the third Wednesday of the month unless there is interference with holidays. We will have the schedule for approval at the next meeting which is the Annual Meeting.

VIII. Old Business – None

1. Ethics Policy Revisions

Mr. Becker reported he found revised draft of the Ethics Policy with comments from our Attorney.

The Board discussed some of these revisions and Mr. Barder will email a copy out to the Board members for their comments.

Suggestion was made to have a sub-committee review these comments and bring a revised draft back to the Board.

Motion was made by Mr. Becker to appoint Messrs. Rubin and Shanbaum to review the Ethics Policy and make any revisions. Mr. Rubin seconded. Motion passed 4-0.

2. Disaster Plan

Mr. Barder stated he is still working on this. Mr. Shanbaum moved to table this item. Mr. Becker seconded. Motion passed 4-0.

3. North Elm Management Agreement

This item was discussed above. Mr. Becker moved to table this item. Mr. Shanbaum seconded. Motion passed 4-0.

4. Waiting List

Mr. Becker moved to table this item indefinitely. Mr. Rubin seconded. Motion passed 4-0.

IX. New Business - None

X. Items for Future Agenda - None

Mr. Becker stated that since this is his last meeting as a member for the MHA Board he would like to make a few comments.

Mr. Becker said it has been a privilege to have been a member of this board and to see the changes that have come about over the years. He will miss the camaraderie. He is 100% confident with the Board and Mr. Tom Crockett will be his successor and he will become a valued member of this Board. Mr. Becker shared it is gratifying to see the improvements by HUD standards and the improvements both financially and in the management practices.

The Board thanked Mr. Becker for his contributions.

XI. Executive Session -

Mr. Rubin moved to go into Executive Session at 8:09 pm. Mr. Shanbaum seconded. Unanimous. Mr. Becker moved to adjourn Executive Session at 9:09 PM. Mr. Rubin seconded. Unanimous.

XII. Adjournment at 9:10 PM – Motion Becker, seconded by Shanbaum and unanimous.

Chairman

Attest: _____