

**MEETING OF BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF MANCHESTER**

June 20, 2012 6:00 PM

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

Absent: Flora Jimenez

I. Chairman Howroyd opened the meeting at 6:05 pm and welcomed the residents of Ada Lane to this Board meeting.

II. Public Comments

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

Mr. Will Paulin passed out copies of his comments to the Board members and residents in attendance. Mrs. Jean read the comments. The comments were 1. Why the landscaping was changed it was fine the way it was; 2. Why wood retaining walls were installed, they look awful; 3. Why are patios being installed as they are expensive and 4. Why the rain gutters are not being maintained.

Ms. June Christensen addressed the Board.

Ms. Christensen asked if Ada Lane is a non-smoking building and if it is then why the new residents are allowed to smoke. Mr. Barder explained Ada Lane is a non-smoking building and new residents were made aware of this and they agreed to this before they moved in. Smoking is allowed outside at the end of the building and residents are asked to please bring their own ashtray when smoking outside and to be responsible for bringing it back inside to their apartment. The Board is in the process of writing the smoking policy for MHA housing.

Ms. Janet Metheny addressed the Board.

Ms. Metheny asked about the new pet policy.

Mr. Barder shared the Board was made aware of the close election by the residents regarding a pet policy. The Board is working on wording for a pet policy and it will be included in the new lease agreement.

Ms. Susanne Dumaro addressed the Board.

Ms. Dumaro asked about a resident that is installing shelves on her walls and if this is allowed. Mr. Barder said installing shelving on the walls is not allowed.

Ms. Sylvia Byrd addressed the Board.

Ms. Byrd shared she is new to this complex and asked if would there be any problem if she put a couple of potted tomato plants at the end of the building where it is sunny.

Mr. Barder said he has no problem with that.

Ms. Byrd also asked if the driveway could be painted where the hill starts so it is more visible. Mr. Barder said there are no plans to paint the driveway.

Ms. June Christensen addressed the Board.

Ms. Christensen commented that visitors continue to park in the spaces in front of the building and there is no room for resident's cars.

Mr. Barder asked that she speak to Ms. Small or Ms. Oliver about parking issues at this complex.

Mr. Chester Gilbert addressed the Board.

Mr. Gilbert stated he is hard of hearing and asked if the Chairman could repeat the questions being asked by residents. Chairman Howroyd said he would do his best. Mr. Gilbert asked about the outside umbrellas on the patio and stated there is inadequate shade out there. He asked if it would it be possible to get a canopy or a gazebo over the patio to provide more shade?

Mr. Barder shared he is aware that there is insufficient shade and additional umbrellas have been ordered.

Chairman Howroyd added the weather currently is extremely hot and humid and residents should consider not sitting outside. He also asked that residents check on each during this hot spell. Chairman Howroyd suggested to Mr. Barder that a few trees be planted to provide natural shading.

Mr. Barder said he would check into that and report back to him.

Ms. Janet Metheny asked if a sun setter awning could be installed. This awning could be rolled out when needed and retracted when not.

Mr. Barder indicated that awnings of this type are very expensive and mentioned that additional umbrellas are on order.

Ms. Ellen Lane addressed the Board.

Ms. Lane said when she is waiting for her ride to arrive she sits on the bench beside the door. She heard that will no longer be allowed.

Mr. Barder explained this is not a permanent sitting arrangement but to be used by residents waiting for their ride to pick them up.

Ms. Maryann Kingsbury addressed the Board.

Ms. Kingsbury asked if there are going to be chairs and benches added with the umbrellas. Mr. Barder explained benches have been ordered along with the additional umbrellas.

Ms. Marie Donovan addressed the Board.

Ms. Donovan asked about the gardens in front of 46 House Drive.

Mr. Barder commented that no decisions have been made with regard to landscaping. MHA is completing one building at a time and residents will be consulted as to what they would like to see in front of their building.

Chairman Howroyd added that some of the landscaping has been met with mixed reviews and as MHA continues to make improvements residents will be asked for suggestions.

Ms. Jean Paulin asked about some trash that was left in front of the dumpsters. Currently there are sinks and furniture in them and there is no room for resident trash.

Mr. Barder asked that if residents see trash being dumped that they get the license plate of the vehicle.

Mr. George Sheffield shared that the trash is being left by residents moving out; they are not taking things with them just dumping what they don't want.

Public comment closed at 6:30 pm.

III. Adoption of Minutes – Meeting of May 14 and May 16, 2012

Mr. Barder explained the May 14 minutes are for the meeting with the auditors and May 16 is for the monthly Board meeting.

Mr. Shanbaum moved to accept the minutes as written. Mr. Becker seconded. Motion passed 3-0.

IV. Correspondence

Mr. Barder shared a memo from Mr. Griffin regarding House Bill 6001. An Advisory Group for Housing Authorities was formed and there are no Housing Authority Managers or Executive Directors on this advisory group. Decisions are being made with no input from the people that run housing authorities. He spoke to our lobbyist and the lobbyist was not aware of this bill being passed.

Chairman Howroyd explained that there were two bills passed and there were many items combined into the two bills that were passed. There were 600 pages of legislation and there was no heads up as to what was included. This does have an impact on Housing authorities. Mr. Becker asked what our next step should be.

Mr. Barder shared that state housing authorities are scared because no management from any housing authority has been included on this Advisory Group. He added CONN-NAHRO should become an active participant and make sure that we have people attending these meetings so they can weigh in on these issues. This should be an item for discussion at the upcoming conference at Samoset in Maine.

Mr. Barder reference a memo received regarding the salary for HUD Executive Directors making over \$100 k a year. He added that MHA Board can set the salary of the Executive Director. The Board discussed how the salaries are broken down to federal money and state money.

Mr. Barder mentioned the litigation on the operating reserve letter. Three organizations have agreed to sue HUD for the \$251k they took away from housing authorities. In order to be part of this MHA would have to write a check to be included in this suit. Mr. Barder said he asks that the Board consider this.

Chairman Howroyd asked that this be put on the agenda for the next meeting. Mr. Becker indicated he is not in favor of MHA being part of this suit; it is taxpayer's money paying for taxpayer's money.

Mr. Barder reported he has received a letter from HUD regarding our occupancy/vacancy issues. We will be cited for units that are off line for over 21 days. There are several units that are uninhabitable and it will take more than 21 days to get them cleaned up and ready for occupancy. HUD has agreed that if we have a signed agreement with an outside contractor to refurbish a unit, HUD will take the unit off the vacancy listing. Mr. Barder said his goal is to get all of the off-line units back on-line by the end of August.

Chairman Howroyd asked about the laundry rooms and will we be allowed to keep them. Mr. Barder explained MHA will keep the existing laundry rooms until such time as we have units fitted with washer/dryer hook ups. If we have to we will take a hit from HUD for not turning the laundry area over to tenant space we will take it. He does not want to see the laundry room eliminated at this time.

Mr. Barder asked if the Board had any questions about the Audit Report. The Board had no questions.

V. Accounts Payable

Mr. Barder reviewed the financial reports.

Mr. Becker questioned a payment made for appliance repairs and he asked if there are any plans to put out to bid someone to repair appliances.

Mr. Barder responded he has plans to hire a licensed electrician to handle MHA's needs but not one to repair appliances.

Mr. Shanbaum asked about charges for computer expenses.

Mr. Barder explained the charges are for internet services and they are prorated for usage by department.

VI. Executive Directors Report

A. Financial Statements & Management Reports

Mr. Barder distributed the financial statements and management reports and said they look good. He made mention of the utility budget and the year to date totals and they reflect a reduction in the expense. A \$25 rent increase was granted for the congregate and that money will be earmarked for the Capital Improvement fund.

Mr. Becker asked about the status of the property management agreement with the Town for North Elm Street.

Mr. Barder indicated he has had several conversations with town attorney Tim O'Neill regarding North Elm Street but not about an actual written property manager agreement.

Mr. Becker indicated the agreement expired several years ago and he would like to see a written agreement.

Chairman Howroyd said he would speak with Mr. Tim O'Neill about this agreement.

Mr. Barder indicated some improvements have been made at the North Elm Street site and residents are pleased with them. The gutters have been cleaned and trees have been trimmed and the site is looking better.

Mr. Barder reviewed the unit turn over report and indicated we are making progress with getting units updated and ready for rental. There are no vacancies in the AMP I properties. The AMP II properties have 29 vacancies and 10 of them will be updated by an outside contractor. HUD has a 21 day turnover timeline and when we have to gut units because they are uninhabitable it is not possible to get them done in 21 days. A more reasonable turnaround for units that need to be entirely gutted is 30 days. A 21 day turnover is paint, minor repairs and new carpeting.

B. Personnel Policy Comments from Staff

Mr. Barder gave the Board copies of comments on the personnel policy draft made by staff. Some these comments were about overtime and how it is determined and if holiday hours counts towards overtime, staff at the congregate getting paid for their lunch time, uniform and boot allowance for maintenance staff, changing the way vacation time is accrued. Mr. Barder indicated non-exempt employees are paid hourly and get paid overtime. Exempt employees are salaried and they are expected to occasionally work overtime.

Mr. Shanbaum asked about vacation being carried over and employees getting paid out for unused vacation time.

Mr. Barder explained that MHA does not advance employees vacation time and unused days are not cashed out.

The Board requested that Mr. Barder should send the staff comments Attorney Andrew Holding for his comments and clarification.

C. Samoset – NERC NAHRO

Mr. Barder reported that reservations are all set for Board members attending the conference at Samoset in Maine and an updated agenda has been forwarded to them as well.

VII. Chairman's Report - None

VIII. Old Business – None

IX. New Business

- A. Ethics Policy Revisions
- B. Annual Plan meeting scheduled for July 16th.

X. Items for Future Agenda

- A. Reverse 911 – check into system/service to cal all residents
- B. Disaster Plan
- C. Property Management agreement with the Town for North Elm Street site

XI. Executive Session - None

XII. Adjournment

Mr. Shanbaum moved to adjourn the meeting. Mr. Rubin seconded. Motion passed 3-0 and the meeting was adjourned at 8:30 pm.

CHAIRMAN

ATTEST: _____