

CORPORATE MINUTES  
MANCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

2013

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

Absent Flora Jimenez  
Carol Shanley

**I. Call to Order**

Chairman Howroyd opened the meeting at 6:10 pm

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

Ms. Pamela Yeltema of 48 B Pascal Lane addressed the Board.

Ms. Yeltema asked when the sidewalks were going to get fixed. Several of them are uneven and are dangerous.

Mr. Barder shared that as soon as there is money available, repairs will be made.

Chairman Howroyd shared with residents that this is a State run facility and due to the sequestration funding has been cut thus making it difficult for MHA to do some of the projects that are long past due.

Mr. Mark Copeland 60D Pascal Lane addressed the Board.

Mr. Copeland mentioned the lawn had been cut the other day but the lawn across the street from the parking lot was not done.

Chairman Howroyd indicated that MHA owns that parcel of land and it should be mowed. Mr. Barder made note of it.

Ms. Nicole Seymour 50D Pascal Lane addressed the Board.

Ms. Seymour said she enjoys getting together with residents and now that the weather is getting nicer she would like to see more activities.

Mr. Barder suggested she contact the Resident Advisory Board coordinator and talk with her about it and make some suggestions as to what residents can do.

Mr. Mark Caron 34 D Pascal Lane addressed the Board.

Mr. Caron asked about the no smoking policy.

Chairman Howroyd indicated MHA is offering a non-smoking class to residents.

Mr. Barder indicated the first meeting was this week at Mayfair. There will be meetings schedule at all of the complexes. As part of the lease agreement all new residents are informed that MHA has a no smoking policy at all their facilities and they would be in violation of their lease agreement if they smoke.

Chairman Howroyd added MHA wants to work with residents to help them stop smoking.

Mr. Barder reiterated that residents that do smoke have to be off MHA property. If anyone sees someone smoking they can send a letter to Martha Bertrand or him and they will get after the smokers reminding them of the policy.

Mr. William Landry 68 Pascal Lane addressed the Board.

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Mr. Landry reported that the outside lights are not working.

Mr. Barder asked that he contact the office and they will fill out a work order to have them seen to.

Chairman Howroyd shared with residents that MHA has received a State grant and it requires that we make a capital improvement plan outlining what needs to be for Pascal Lane and the Congregate. The money will be allocated for architectural designs for the proposed improvements. One thing at this complex would be to improve access to the units especially for those residents with mobility issues. The State wants to see long term plans making both these complexes more safe and energy efficient. He went on further to say that this complex was built in the 80's and there are a lot of things that have not been updated in a very long time – like windows, doors, and updating the community room.

Ms. Seymour asked the Board the status of the generator for this complex.

Mr. Barder indicated it has been ordered.

Mr. William Landry 68 Pascal Lane asked how often the garbage gets picked up.

Mr. Barder shared it is done once a week and if there are large items, maintenance department has to call the refuse company to schedule a special pick up.

Chairman Howroyd asked residents if there is a problem with non-residents using the dumpsters as there has been a problem with that at another MHA complex.

Mr. Barder asked if residents see that happening to try and get the license plate and give that information to him and he will take care of it.

Mr. Wayne Madden 28 Pascal Lane addressed the Board.

Mr. Madden suggested the dumpster be locked and residents given a key to use the dumpster and this would eliminate non-residents using it.

Mr. Barder reported that the refuse company does not have a locked system.

Public comment was closed at 6:30 pm.

**A. Discussion of Public Comments - None**

**III. Adoption of Minutes – Meeting of April 17, 2013**

Chairman Howroyd called for a motion to approve the minutes of the April 17 meeting.

Motion was made by Mr. Rubin to approve the minutes of the April 17 meeting as written. Mr. Shanbaum seconded. Motion passed 3-0.

**IV. Correspondence**

Mr. Barder shared with the Board a letter from Ms. Cathy Guadagno regarding Section 8 HAP money. Due to the sequestration, there are no funds to pay the Section 8 landlords. Going forward MHA will notify the State on a monthly basis of the funds needed to make Section 8 payments.

Mr. Barder received a letter from Ms. Linda Koban regarding the smoking policy. Ms. Koban went to HUD with a complaint about MHAs no smoking policy.

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Mr. Barder indicated that the first of the smoking cessation programs started this week at Mayfair Gardens. Fifteen people registered and 8 participated in the program.

Mr. Barder shared with the Board information he received from Mr. Ken Charpentier from MARC. He explained that before we can address this issue we need to have a legal definition of "family". Our family homes are located at the scattered sites and currently are filled with MARC residents. Mr. Barder indicated that he was unaware of MARC groups living in the scattered sites. MHA does not support group homes.

Mr. Shanbaum asked if MHA has a definition of a family and Mr. Barder stated it is in our ACOP.

Mr. Rubin agreed that before we address the issue with MARC we need to have a legal response as to the definition of "family" before we can take any action.

Chairman Howroyd asked if we have a waiting list for families and does MARC have priority for these requests.

Mr. Barder indicated we do have requests for families but do not have any vacancies and again indicated this is the first he heard of MARC residents living in scattered single family units.

Mr. Rubin asked if there is any documentation as to how they got into housing. Mr. Barder stated there is no such documentation. Mr. Rubin suggested we get legal advice before we make any decisions regarding MARC.

Mr. Barder stated he will contact Attorney Barry regarding this issue and report back to the Board.

Mr. Barder shared he received a memo from FH&EO from Boston regarding MHA compliance with tracking ethnicity, race, and physical handicaps. He went on further to say that MHA has a contract with Mr. D"Amelia and with the over 3,000 applicants we have received for public housing he will be able to track information that information for us. Once that is complete Mr. Barder will be able to respond to FH&EO. Once all documentation is complete, approved applicants will be selected by lottery for housing vacancies.

#### **V. Accounts Payable**

Mr. Barder reported our accounts look good in light of the sequestration.

#### **VI. Executive Director's Reports**

Mr. Barder reviewed MHA's financial reports. There was an error on COCC numbers and this has been corrected. He said currently the only work being done is on vacancies and lawn care.

Mr. Barder reported the vacancy list looks good. We are keeping up with getting units ready for occupancy and he percentage has improved over last year. Maintenance is not working any overtime and none of the renovations for handicapped bathrooms is being done due to lack of finances. As money becomes available the first priority on our list will be to do the renovations for handicapped bathrooms. Mr. Barder noted on the vacancy loss report and said we are doing better as compared to last year thanks to the hard work of the maintenance department getting units ready for occupancy. The work order report shows the kind of request and how many days to complete each request.

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**VII. Chairman's Reports - None**

**VIII. Old Business - None**

**IX. New Business - Employee Health Insurance**

Mr. Barder stated we have to renew the employee health insurance contract by June 1. He indicated that there is a 15% increase in the premiums and that will include a federal tax that is now being imposed on health insurance.

Chairman Howroyd asked for a motion to approve renewal of employee health insurance. Mr. Rubin moved to accept Option I plan for Single persons increasing 12% and Families increasing 17% as outlined in the packet. Mr. Shanbaum seconded. Motion passed 3-0.

**X. Items for Future Agenda**

Parking issues at Mayfair Gardens  
Report on Definition of Family

**XI. Executive Session - None**

**XII. Adjournment**

Chairman Howroyd asked for a motion to adjourn the meeting.  
**Mr. Rubin moved to adjourn the meeting of the Board at 8:00 pm.** Mr. Shanbaum seconded. Motion passed 3-0.

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**CHAIRMAN**

**ATTEST:** \_\_\_\_\_