

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

**April 25, 2012**

**6:00 PM**

**@ WESTHILL GARDENS COMMUNITY CENTER**

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

**Absent:** Flora Jimenez

**I. Chairman Howroyd opened the meeting at 6:00 pm and welcomed attending residents.**

**II. Public Comments**

**Chairman Howroyd invited residents to make comments.**

**Mrs. Jean Paulin addressed the Board.**

**Mrs. Paulin commented about several items. First the branches off the trees after the fall storm were not picked up and are still lying on the ground. Second she shared that residents are still feeding birds in the back of her apartment. There are pigeons and sea gulls as well as wild birds. The landscaping is looking terrible and the landscaping lumber and flower urns look like they are out of a funeral home. Mrs. Paulin reported that there needs to be a light switch at the bottom of the basement stairs in her unit. She was down there and someone turned off the light at the top of the stairs and she could not see to find her way to the stairs. She asked if they could have exhaust fans in the kitchen and the bathroom. Mrs. Paulin asked about washers in the units. She shared that residents were made to get rid of individual washers and yet there are some units that still have them. If some of the units are allowed to have them why not all units.**

**Mr. Barder explained that it is against the law to hook up washers to the sink faucets. He went on further to explain that as units are completely renovated proper plumbing will be installed to allow washers in the units but explained that renovations of that nature are very expensive.**

**Mr. Will Paulin addressed the Board.**

**Mr. Paulin commented about the birds being fed at the back of his unit. He mentioned the minutes of the last meeting did not include some of the comments made by residents and he would appreciate all comments being included.**

**Mr. Al Byron addressed the Board.**

**Mr. Byron reported that his upstairs neighbor is constantly moving furniture at all hours of the day and night. He has lived in his unit for four years and has not moved his furniture in all that time. The neighbors are very noisy and walk very heavy and it is very disturbing.**

**Mr. Charles Fuller addressed the Board.**

**Mr. Fuller commented that several residents have bird houses and feeders all over the place. He shared there is no switch at the bottom of the basement stairs and it is dangerous. He added that the outside light at the back of his unit never goes off. Before it would not go on and now it is continually lit.**

**Mrs. Margaret Welch addressed the Board.**

**Mrs. Welch reported the street light at the corner of Bluefield and Case is out.**

**Board members commented that these are town owned streets and the town should be called to replace them.**

**Mr. Barder explained he was told by maintenance staff that MHA owns the electrical grids and they are responsible for replacing burnt out lights.**

**Chairman Howroyd suggested Mr. Barder contact the Town to find out who indeed is responsible for the lights.**

**Ms. Doris Perozziello addressed the Board.**

Ms. Perozziello asked if she has a maintenance issue does she need to call the office or can she speak with the maintenance workers directly.

Mr. Barder requested that she call the office to report the problem and if it is after hours the person on call will answer the phone and determine if it is an emergency.

Ms. Perozziello also shared that there is a kerosene heater in one of the storage bins in the basement of building 27 and the residents are moving out but so far that has not been taken.

Mr. Ron Tourville addressed the Board.

Mr. Tourville asked about the policy regarding hibachis and gas grills. He reported that some residents are using the charcoal grills too close to the outside walls of the units or they put them on the porch and the smoke comes into the units.

Chairman Howroyd explained that there will be a resident newsletter and guidelines for using gas grills and hibachis should be outlined in there.

Mr. Fuller commented there has been a gas grill standing in the yard for the at least 4 years and it is rusting, and MHA should be monitoring things like that because it affects the safety of the residents.

Chairman Howroyd said residents should also be taking personal responsibility for using grills.

Mr. Barder stated he will be sending out separate letters to all residents regarding the use and storage of grills, storage of propane tanks/lighter fluid and washer dryers.

He asked if anyone knew who is feeding a stray cat because a child was attacked by this cat and had to go through a series of rabies shots after the attack. The shrubs around the dumpster area will be taken down, this should eliminate some of the varmints around the grounds.

The oil tank has been removed.

There will be more pruning of trees and bushes around the complex.

Mr. Barder said Maintenance will be inspecting all units in May and a letter will go outlining that. If units are found with washers and dryers, residents will have one month to get rid of them. If that is not done and if that is not accomplished MHA will remove them and put them in storage where they will be kept for one month and after that they will be disposed of. Chairman Howroyd said that renovating units is very expensive; it costs approximately \$25,000 a unit.

When washers were allowed maintenance was replacing the sink faucets by the dozens and the plumbing in the units simply cannot handle washers. It will be the decision of the Board as to whether or not washers will be allowed in the renovated units.

Mr. Tourville asked if anyone from MHA checks on the washers. He explained that he has lost two sets of sheets caused by back up in the washers.

Chairman Howroyd shared the washers are leased and there is an 800 number on them to call if there are problems. If no response is received the resident should let the office know.

The public hearing closed at 6:35 pm

### III. Adoption of Minutes – Meeting of March 28, 2012

Mr. Shanbaum moved to accept the March 28, 2012 minutes as written. Mr. Rubin seconded. Motion passed 3-0 with one abstention.

### IV. Correspondence

Mr. Barder shared a note from some of the Ada Lane thanking him for the recent outing to the Elk's Club. A private bus was rented to take the residents there and back. Funds for this outing came out of their budget for entertainment and 25 residents attended.

Mr. Barder has received several letters from residents volunteering to be on the Resident Advisory Board. He also received letters from the Spencer Village residents complaining about the hours that the Community Room is open. One of the residents, Mr. Copeland, has agreed to open up the room from 7 am to 8 pm daily. Residents were given notice that the room will be locked other times to prevent vandalism to the space and the laundry room.

Mr. Barder reported the residents at Ada Lane had a vote as to whether or not pets should be allowed in the Congregate. Ballots will be counted and results will be shared with the residents.

Chairman Howroyd received a letter from Kathryn Drouin, a Geriatric Nurse for the Town. She has been running an exercise class in the Mayfair Gardens Community Room. The class has been moved to the Town Y due to carpeting being installed in the Community Room and the “y” provides more space. It is safer for the residents.

Mr. Barder explained MHA now has property managers at each complex. There are two representatives of the Resident Advisory Board at each complex.

**V. Accounts Payable**

Mr. Barder reviewed the financial reports. Mr. Becker questioned the amount for cell phones. Mr. Barder explained there one account with 12 phones and 4,500 shared minutes. He is going to check the average amount of minutes used and see if the amount of shared minutes can be changed to reduce the monthly cost.

**VI. Executive Directors Report**

**A. Financial Statements & Management Reports**

Mr. Barder reported the numbers look solid.

The number of vacancies has been reduced sand those units that are vacant are being worked on. Maintenance does need more help but the continuity of HUD subsidy is causing him to be extremely cautious.

Mr. Barder reviewed the Draft fiscal audit for FYE 9/30/2011 and reported no new findings. He did share that equipment inventory has not been done and it will be accomplished because we need to have an accurate account of the appliances so we can be sure we are depreciating them properly.

Chairman Howroyd suggested that the new auditor should come and give a presentation to the Board.

Mr. Barder will contact them about giving a presentation and he will notify the Board members of the date and time for lunch time or late afternoon.

**B. ACOP Policy Update - Ongoing**

**C. Web Site Rebuild**

Mr. Barder reported the web site is up and running and it looks very good. He shared that Mr. Becker offered to take new pictures of the various MHA sites for the new website.

Chairman Howroyd said on the State of Connecticut’s web site they have a contractor portal for work bids for projects. He asked Mr. Barder to take a look at it. Mr. Barder reported MHA will attempt our first bid solicitation from the website very soon..

**VII. Chairman’s Report - None**

**VIII. Old Business – None**

**IX. New Business**

**A. Health Insurance Proposals**

Mr. Barder reviewed several Health Insurance options that were presented to some of the Board members.

The Board reviewed and discussed some of the options available and noted that employees are currently paying 8% of the cost and that would have to change. Chairman Howroyd noted that during the union negotiations they discussed increasing that percentage to 10% but no decision was formally made before the request for a Union was cancelled. Mr. Barder mentioned the ADP proposal also included Human Resources software that goes with their insurance proposal. After a short discussion by the Board members, they decided to take ADP off the table. A decision was made by the Board to continue to fund employees HSA.

Mr. Becker moved:

**RESOLUTION 2012 - 5**

For the Health Plan Year 2012, June 1 through May 31, 2013 the Board directs the Executive Director to offer to all eligible MHA employees, through its third party administrator, the following health services plans:

- Option I MEHIP Anthem HSA 3000/600; and
- Option II MEHIP Anthem Blue Care Basic 3000 HMO 30/45.

Employee contribution percentages irrespective of plan shall be:  
10% for employees electing employee only coverage; and  
15% for all forms of family coverage.

Full deductible funding of \$3,000 for individuals and \$6,000 for families, irrespective of plan selection, shall be in force for the 2012/2013 Health Plan Year.

Mr. Rubin seconded. Motion passed 4-0.

**B. Revised Personnel Policy (Draft)**

Mr. Barder shared the copy of the Personnel Policy revised by Attorney Andrew Holding. Chairman Howroyd said he has reviewed this copy and would like Mr. Barder to give it to employees for their comments and revisions before the Board goes further with this. Mr. Barder will give copies to employees and instruct them to put their comments by policy in writing. Comments can be made anonymously.

**C. Ethics Policy Revisions**

Mr. Rubin moved to table the Ethics Policy Revisions. Mr. Shanbaum seconded. Motion passed 4-0.

**D. Items for Future Agenda**

- Emergency Plan
- Pet Policy for the Congregate and put same in the ACOP.
- Mr. Shanbaum asked about the new lease and suggested it be put on Google Docs for revisions. Mr. Barder suggested giving residents a copy of the new lease for their comments and also putting it on the website.

**X. Executive Session - None**

**XI. Adjournment**

Mr. Shanbaum moved to adjourn the meeting at 9:35 pm. Mr. Becker seconded. Motion passed 4-0.

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CHAIRMAN

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