

CORPORATE MINUTES  
MANCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

2013

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

**I. Chairman Howroyd opened the meeting at 6:03 pm.**

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

Ms. Nicole Seymour 50 B Pascal Lane addressed the Board. Ms. Seymour asked if a no trespassing sign could be posted at the end of the MHA property to prevent residents of the hotel from walking their dogs and letting them defecate on the lawn and letting them run loose. She also asked when Pascal Lane will be getting a generator as she does not want to wait until the power goes out.

Ms. Martha Bertrand addressed the question raised by the tenant. She indicated she has had conversations with the hotel manager regarding guests letting their dogs run loose on MHA property and relieve themselves. The hotel does have long term guests and posting a sign would not really serve any purpose.

Ms. Polly Benjamin 46A Pascal Lane addressed the Board. Ms. Benjamin stated she wants to talk about the no smoking policy. Fire arms are permitted but smoking is not. She handed in a petition with 70 signatures of residents that do not agree with this new policy.

Chairman Howroyd said this policy will go into effect on March 31, 2013 and it will be a hardship for many tenants. The decision was made considering not only the tenant's health but also the health of neighbors that do not smoke and are subject to second hand smoke. Another consideration is the damage to units after years of smoking. MHA wants to work with tenants by setting up Smoking Cessation programs and there will be some trade offs.

Mr. Wayne Maden 28 Pascal Lane addressed the Board. Mr. Maden suggested creating an enclosed gazebo for residents to smoke in the winter/.

Mr. Barder commented there will be the first of three cessation clinics by a company called Match Coalition, Inc. who is in the business of helping people to stop smoking. Existing residents will receive a waiver. Those new residents will not receive a waiver – they will be told there is no smoking when they sign their lease. Mr. Barder indicated this was a hard decision to make.

Ms. Jimenez commented she has heard about an electronic cigarette that people who are trying to quit smoking use; it emits a non-harmful vapor rather than smoke. Residents might want to consider trying as it is less expensive than cigarettes or instead of using a patch.

The public hearing closed at 6:25 pm.

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**A. Discussion of Public Comments**

Chairman Howroyd asked about a generator for the Community Center at Pascal Lane. Mr. Barder indicated this is under Capital Needs assessment and he hopes to have this accomplished sometime before the end of the summer.

**III. Adoption of Minutes – Meeting of**

Chairman Howroyd asked for a motion to approve the minutes of the meeting of December 19, 2012.

**Ms. Jiminez moved to accept the minutes of December 19, 2012 as presented.**

Mr. Shanbaum seconded. Motion passed 4-0.

**IV. Correspondence**

Mr. Barder shared a note received from residents thanking MHA for the New Years party.

Mr. Barder explained a motion that was passed at the last meeting needs to have some wording changes made. He will discuss this under New Business.

Mr. Barder reported there are several residents that have washing machines and letters were sent out indicating the violation.

Mr. Barder stated he terminated a contract with a company that was to have installed the new air handling system on Ada Lane December 31 due to the work not being completed. He will meet with another heating and cooling company to discuss completing the job.

Mr. Rubin asked if there is potential for liability for this termination.

Mr. Barder stated he did not think so and he had discussed it with counsel.

Mr. Barder said there was a voltage surge on McGuire Lane and we may have lost a few items. The cause was loose wires on the utility pole. MHA has contracted with a Connecticut based company to check all the poles at West Hill gardens at a cost of \$9,500.

Mr. Barder shared that one of the Resident Service Coordinators; Joel Asher will be retiring as of 3/31/13. His position will not be filled.

**V. Accounts Payable**

Mr. Barder reviewed the reports and shared that things look good. A question was asked about a landscaping invoice and he explained before the winter set in we were able to apply lime and a crab grass preventative.

Mr. Shanbaum asked about charges for heating. Mr. Barder shared the business office needed renovations to the heating system, installing 8 zones which allows for better distribution of the heat which saves on gas and electricity.

Mr. Rubin asked about some PC charges and Mr. Barder said it was for system maintenance and purchase of software.

**VI. Executive Director's Reports**

Mr. Barder indicated that at the next meeting he will have a draft of the ACOP for the Board to review. Changes were made to the pet policy and grievance policy.

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**VII. Chairman's Reports**

Chairman Howroyd reported on the appointment of Carol Shanley as a Board member for the MHA. At the last meeting of the Board of Directors here appointment was rescinded and she was appointed again. Her appointment begins on March 20, 2013. A motion was made by the Republicans to appoint Tom Crockett but a second was never obtained.

**VIII. Old Business**

None

**IX. New Business**

Chairman Howroyd asked for a motion to add to the agenda Resolution 2012-12 that needs to be revised.

**Shanbaum moved.**

Rubin seconded. Motion passed 4-0.

After a lengthy discussion about Resolution 2012-12 the resolution was signed by Chairman Howroyd.

**X. Items for Future Agenda**

- Ethics Policy

**XI. Executive Session**

Chairman Howroyd asked for a motion to move into Executive Session.

**Mr. Shanbaum moved to go into Executive Session at 7:26 pm.**

Mr. Rubin seconded. Motion was passed 4-0.

**Shanbaum moved to terminate Executive Session at 7:37 PM.**

Jimenez seconded. Motion passed 4-0

**XII. Adjournment @ 7:38 PM.**

**Motion made by Rubin. Second made by Shanbaum. Motion passed 4-0.**

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CHAIRMAN

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