

CORPORATE MINUTES
MANCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS

2013

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

I. Call to Order

Chairman Howroyd opened the meeting at 6:05 pm.

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

Mrs. Marie Pomerleau 32D McGuire Lane addressed the Board.

Mrs. Pomerleau asked when the light in the back of her unit is going to be fixed. She put in a request 6 months ago.

Chairman Howroyd asked Mr. Barder about this and he indicated that there is an electrical issue of trying to find a replacement light and maintenance is working on it.

Mr. Ron Tourville 80 Bluefield Drive addressed the Board.

Mr. Tourville reported there are still loud noises coming from the basement, they sound like explosions and he listens to them all night long. He has reported this before but nothing has been fixed. He shared a copy of an article from the Journal Inquirer about sump pumps. He gave a copy of the article to Chairman Howroyd.

Mrs. Marie Pomerleau 32D McGuire Lane addressed the Board.

Mrs. Pomerleau stated there is a hole outside her kitchen window; she thinks it was where a tree or bush had been cut down. The ground is sinking and someone could get hurt. She also shared that she cannot use the washers in her unit because they are filthy and wants to know when they are going to be cleaned. She called the company that owns the washers and she was told they only handle mechanical problems. Cleaning of the machines is the responsibility of MHA. Mrs. Pomerleau asked when that will be taken care of because she has been going to the Laundromat. She indicated that when she moved into the complex she was told she could have her own washer and dryer and her contract said she could have them. She was told she had to get rid of the machines which she did. She never received notification from MHA office.

Chairman Howroyd shared that notification was sent to all the residents that had machines. The reason for this is because the plumbing is not adequate for using machines connected to kitchen faucets. MHA was constantly replacing faucets and getting complaints from other residents that when washers were spinning out the water that their toilets were filled with soap suds.

Mr. Shanbaum asked Mrs. Pomerleau who told her she had to get rid of her machine and she indicated that it was another resident.

Chairman Howroyd added that this topic was discussed for about 6 months at the Board meetings by then Executive Director, Chris White. These units do not have the plumbing to handle washing machines. The Fire Department also inspected and said that dryers were not being properly vented and it is a fire hazard.

Mr. Barder indicated that as units are renovated they are being fitted with the proper pipes to handle washing machines. Unfortunately the cost of making this type of change is \$40,000 with about \$15,000 for plumbing alone and with the budget constraints and cuts by the Federal and State Governments upgrading units has to be put on

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hold. Mrs. Pomerleau asked if she personally paid a plumber to make the changes in her unit, could she have a machine.

Mr. Barder indicated that would not be allowed.

Mr. Shanbaum shared that the Board has heard the complaint from other residents at other Board meetings that the laundry rooms are not kept clean. He thought the understanding was that residents would pick up after using the machines and that is not the case. It seems to be a chronic problem that needs to be addressed.

Chairman Howroyd indicated that we have MARC residents coming in and cleaning the office and possibly we could have them clean the laundry rooms once a week.

Mrs. Pomerleau also shared she has a leak in her ceiling. Every time it rains there is a new spot in the ceiling. She has left a message on the machine in the office for someone from maintenance to come and look at it. She does not want to have her furniture ruined if the ceiling leaks when she is not there. She notified the office last fall and again three weeks ago. Now with the recent rains she has another spot on the ceiling. The roof is not good and needs to be repaired.

Mr. Martin Baser 27K Bluefield Drive addressed the Board.

Mr. Baser stated residents need to stand together. The Executive Director, office workers and maintenance staff are doing the best that they can with the limited budget they have to work with. Residents have to be patient. If they don't like where they are living they can go live someplace else.

Chairman Howroyd closed the public hearing at 6:30 pm.

A. Discussion of Public Comments - None

III. Adoption of Minutes – Meeting of May 8, 2013

Chairman Howroyd called for a motion to approve the minutes of the May 8 meeting. Mr. Shanbaum moved to approve the minutes of the May 8 meeting as written. Mrs. Shanley seconded. Motion was passed 2-0 with 2 abstentions.

IV. Correspondence

Mr. Barder passed out information from CONN NAHRO about a conference the end of August. He also indicated that he and Chairman Howroyd would be attending the NERC NAHRO this coming weekend in Vermont.

Mr. Barder also spoke about a dental clinic that was offered at the Pascal Lane complex that several residents took advantage of. The dentist hopes to visit other complexes in the near future.

Mr. Barder shared that the Stop Smoking Clinic that was offered at the Pascal Lane complex has ended. Out of the 16 people that originally signed up 8 completed the course. Plans are to offer it at the Mayfair Garden complex next.

V. Accounts Payable

Mr. Barder shared that things look good despite the funding issues. The Board had no questions.

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VI. Executive Director's Reports

Response to 2011 Voluntary Compliance Agreement - VCA - Mr. Barder shared he sent the response to them as requested.

Vacancy Report - Mr. Barder reviewed the report which shows the revenue lost while units were being upgraded and renovated. He indicated we are better than where we were.

Finances – Mr. Barder went through the financial report as of May 31. The only oddity is reflected in the AMP II numbers and that is because we had front loaded the Landscaping costs last year. There are still many landscaping issues but with our limited resources we are doing what we can with what we have.

The yearend books for the Congregate will be closed June 30 and we will review them at our next Board meeting.

Mr. Shanbaum spoke of the big concerns at the last meeting was what HUD was going to be able to financially provide MHA.

Mr. Barder reported that HUD came through for the June payment. The reload date is June 24. He completed the application for the short fall fund and got clearance from HUD that our figures are in agreement. There is a pot of money there for housing authorities that have wiped out their NRA monies and reduced their payment standards. We have determined that we will need between \$250K and \$275K to finish out the year. Mr. Barder added he has been guaranteed about 75% of what he needs to run MHA guaranteed for the rest of the year. What he does not have is the difference – the short fall funding is for the difference. He had enough to make July's payment. He asked the Board members to keep in mind that this will start all over again in October when the new fiscal year starts.

The only maintenance being done is what has to be done. As of right now there is nothing he is worried about. The roofs were walked last fall and patching was done. We do not have the Capital Fund for this year and he said he suspects they may use the Capital Funding to pay for some other programs they determine are more important.

Mr. Barder said he will be going to the PHADA event in Washington DC in the fall to speak with State representatives to let them know the issues Manchester Housing Authority is faced with. Chairman Howroyd stated he would make the trip as well and introduce Mr. Barder to some of our State Representatives.

Mr. Barder reported the Capital Assessment for Spencer Village is scheduled for this Thursday and the Congregate is this Friday. The State is doing this for free and we are still waiting for a check for \$150K for this Capital Assessment program. There are many improvements needed for Spencer Village, i.e. some of the stoops units are raised making it difficult for walkers and wheel chairs to enter the unit safely, the roofs need to be replaced and the driveway is full of pot holes.

Mr. Barder reported MHA has received 3,600 applications for public housing of that there are 763 from Manchester. Section 8 received 1,600 applications from Manchester area. We had the applications processed by an independent company and they gave us a report that breaks down the information from the applications by, nationality, number of family members needing housing, town they currently live in and disability requirements. The lottery software can be set up to select on the parameters we set. For example we could ask it to select ten 3 bedroom applications and rank them. After they have been selected the applicant will go through the entire screening process that will include a background check.

Mr. Barder shared Attorney Houlding's opinion on employees performing CPR.

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The bottom line is that MHA will not perform CPR on any resident due to Liability issues. In any emergency they are to call 911.

VII. Chairman's Reports – None

Chairman Howroyd shared that he and Mr. Barder will be attending the NERC NAHRO conference next week. He is anxious to speak with other Housing Authorities to see how they are handling the Federal and State budget issues. They will share any information at the next Board meeting.

VIII. Old Business - None

Parking Stickers – Mr. Barder showed members the prototype for the parking stickers that will be issued to residents and the signs that will be posted around the MHA complexes. The parking lot at North Elm Street has been re-stripped and there is ample parking for the residents. The only complex with evident parking issues is Mayfair Gardens and he anticipates this complex will generate most of the calls for cars being towed. Cars not having stickers will be towed at the owner's expense.

IX. New Business -

Board Street Revitalization Plan – Chairman Howroyd discussed a copy of a memo received from Mr. Pellegrini from the Town of Manchester Planning Department. Since the last Board meeting changes have been made to the properties included in the re-development plan. After a short discussion motion was made by Ms. Shanley to approve the Proposed Amendment to the Broad Street Redevelopment Plan. Ms. Jimenez seconded. Motion passed 4-0.

Amendments to ACOP and Section 8 Administrative Plan – Mr. Barder explained these are temporary compliance corrections. If an elderly or elderly disabled family comes in and they are on a strictly a fixed income we do not have to re-verify their income. Ms. Jimenez moved to approve **Resolution 2013-3**. Mrs. Shanley seconded. Motion passed 4-0.

Mr. Barder mentioned the Board has had discussions giving residents the option of having their monthly rent payment automatically withdrawn from their bank account. After much work MHA will be doing a test of this service and Ms. Jimenez will be the test resident.

CT Congregate Management Plan 2013 – Mr. Barder reported the reports just requires Chairman Howroyd's signature. Mr. Barder also shared there was some significant changes on the services. Rent was increased \$105, which only affected 6 residents. There is another provision on the services side for a House Manager and we have never staffed it. The house manager's job would be more detailed in terms of working with the social workers, doing assessments on residents, manage meals, maintenance needs and watching the residents to see if they need more attentive care of the residents. Motion was made by Mr. Shanbaum to authorize Chairman Howroyd to sign this management plan. Ms. Jimenez seconded. Motion was passed 4-0.

MARC Residents - Mr. Barder commented about the issue that was raised at the last Board meeting about MARC, Inc. having residents at 4 different sites within the MHA. There are three groups of three in the scattered sites and one group of two on Bluefield Drive. All of these residences require 24 hour supervision, residents cannot live independently. These residences are set up as a group home and were not HUD approved. MHA has a copy of the

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original lease but no paperwork to document they were HUD approved. Mrs. Shanley shared that this arrangement was made when she was Executive Director and it was HUD approved.

Mr. Barder indicated there are several problems with this arrangement.

One we have taken away these units from public housing working families.

We have arbitrarily created a family in MARC; there is no relationship to a family unit other than their relationship with MARC.

The individuals were not on any list for public housing and there is no documentation that this was ever approved by HUD, MHA has no record and MARC has no record. Mr. Barder indicated MHA could be cited for non-compliance of HUD regulations. He will bring this issue to Attorney Barry for his recommendation.

Mrs. Shanley shared that she was the Executive Director and there was a deal with HUD and MARC.

Mr. Shanbaum stated he has no problem with the concept, although we have to address that if it is public housing and we are supposed to treat it in a certain way MHA has no provision in our operating policies that would allow us to do this kind of thing if we want to do it. More important is that we need to have a lease with MARC.

Mr. Barder said we do have a lease on the units but the problem is that we are supposed to have what is called a family in those units. A family has to have a head of household. They are arbitrarily designating a head of household. If that head of household leaves they just bring in another person and designate them as head of household. We have two problems; one does his constitute a "family". Two, they are coming in not off the waiting list.

Mrs. Shanley said this does constitute a family and they did come off the waiting list.

Mr. Barder stated they are not off the waiting list; MARC is assigning them to the units.

Mrs. Shanley indicated she approved it and it was approved by HUD.

Mr. Barder stated again there are no records reflecting this approval from HUD in MHA's files.

Mrs. Shanley said she would find the record.

Chairman Howroyd shared he does have a concern with this practice, especially if it does not comply with HUD's current guidelines.

Mr. Barder added the issue on the Federal definition of a family and the Connecticut definition of a group home.

Mr. Barder indicated he has asked Attorney Barry to clarify this.

Mr. Shanbaum asked about zoning for a group home.

Chairman Howroyd shared there is no special zoning required for a group home, it is cited as a matter of right.

Mr. Barder added that in our ACOP we do not address this and it needs to be addressed because they are not being taken off the waiting list. The only relationship they are program participants in MARC.

Chairman Howroyd commented that if HUD were to say this is OK, then we would have to an amendment to our ACOP. We have to make sure this is all legal.

Mr. Barder added that the issue that needs to be addressed is that we have three scattered site single family homes that you have taken away from three eligible scattered site single families.

Mr. Barder said he has asked Attorney Barry to look into this and get back to him and additional MARC people will not be placed here until he finds out if he has the authority to take people that are not on the waiting list.

Mr. Shanbaum stated he has a problem with an arbitrary head of household. If MARC is operating these things in this way the lease should be with MARC. The lease should specify what MARC can and cannot do and as should the ACOP with regard to these properties and how they are going to be used. The Board has to decide if we continue this practice or not and if we do we need we need to make sure we have everything in order including that it is a legitimate thing to do under all the federal rules.

X. Items for Future Agenda

Mr. Shanbaum wants the issue of the laundry rooms addressed and have a cleaning procedure in place. This item has come up at other Board meetings. Someone needs to be in charge of seeing the rooms are kept clean. If this is the responsibility of the tenants then they need some direction from the office or maintenance will have to take

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care of. Ms. Jimenez remarked that the upkeep of the machine itself is what is dirty. The detergent dispensers are caked and they need to be cleaned out on a regular basis. Water remains stagnant in those dispensers.

XI. Executive Session - None

XII. Adjournment

Chairman Howroyd asked for a motion to adjourn the meeting. Mr. Shanbaum moved to adjourn the meeting at 8:10 pm. Ms. Jimenez seconded. Motion passed 4-0.

CHAIRMAN

ATTEST: _____