



Manchester Housing Authority, Inc.

Post Office Box 608
Manchester-by-the-Sea, Massachusetts 01944-0608
Tel: (978) 526-1850 Fax: (978) 526-1604

MHA MINUTES OF BOARD MEETING OF APRIL 21, 2021

Location: On-Line Meeting-Join by Computer or Tablet:

<https://global.gotomeeting.com/join/234527365>

Access Code: 234-527-365#

April 21, 2021 Meeting of the Manchester Housing Authority Called to Order 3:30 P.M

Roll Call: Present: Gretchen Wood - Chairman, John Kenney, Beth Heisey, Elaine Persons, Nancy Hammond, and Irene Frontiero - Executive Director Absent: 0

- Member Nancy Hammond had trouble getting on the meeting the board could not see or hear her. The audio was resolved, and she was able to join with audio only.
- Board Vote on Minutes of the regular March 17, 2021. Beth motioned to approve them, and the motion was seconded by John with the correction of the proper word personnel to replace personal in paragraph 4, Personnel Policy; and Maintenance Personnel, the vote was all in favor 4-0.
- Tenant issues none reported,

Director's report, 2 Vacancies, update on septic system project, one tree had to be removed, and we are waiting the Certificate approval from Town Hall.

Nancy remarked that the conditions of the site were degrading, and the neighbors were not happy about it. She asked if the situation could be looked into and something be done to clean up the site. ED, A letter will be sent to the residents living there and will have maintenance follow up on the need for help regarding removal if any items.

A registration form was sent out to tenants to inquire as to whom maybe interested in a plot in the Community Gardens. The Board was sent a copy of the Community Garden Rules and Regulation Policy for review and approval to implement for the Gardens. Nancy asked if the tenants had seen or reviewed it.

ED, No, the Board is first to review it and make comments as they see appropriate.

Gretchen, Chairman noted the tenants should read it make any comments and their input and responses would be reviewed for consideration. The Board suggests sending the Rules & Regulation Policy to the tenants for response. The board strongly supports getting the tenants involved in the planning and organizing of the Garden space.

ED, The Rules and Regs will be sent out to all residents for comment.

Nancy suggests that a tenant meeting should be held to ask for input on the Gardens.

Last year's concern from a tenant was the relocation of The Plains' garden, which is located near the parking for administration and the maintenance shop, it was being considered for safety reasons. The tenant made the point that the garden currently is in the best spot on the site for sun exposure and does not want the garden moved. The board suggests they the sun's angle be monitored.



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A survey was sent out to the resident inquiring on matters regarding outstanding maintenance issues and were asked how they feel they are being treated by the MHA staff. There were 22 responses returned out of 84 residents surveys sent. Nancy suggests resending the survey. Tenants were reminded on the survey not to hold off on reporting issues, however during the last year of the COVID-19 pandemic, maintenance was only entering occupied units for emergencies. A couple of concerns were the condition of the laundry rooms. The survey showed that out of 22 responses it showed tenants had favorable results living here.

- Board Vote, Elaine motioned not to resend the survey again and Beth seconded the motion, vote was all in favor. 4-0 Nancy at this time had left the meeting for another.
- Board Vote to approve monthly disbursement, Elaine motioned to approve the disbursements and John seconded the motion, vote all in favor 5-0.
- Board Vote on, Rent Collection Policy, this new Policy had the DHCD 760 CMR added to it and an additional method of payment, ACH automatic debit. The old policy was not recorded with a Board approved ratification date.
Elaine motioned to approve the Rent Collection Policy and John seconded the motion, Vote all in favor 4-0
- Board Vote on Substantial completion of the Septic System Replacement Project#166079, Beth, motioned to accept and approve the Substantial Completion of the project and John seconded the motion, vote all in favor 4-0
- Financial were reviewed by the board.
- Gretchen reminded the board that there would be a meeting at Crowell Chapel on April 28, to update MHA residents and town residents on the proposed plan to increase affordable housing units in town.
- Adjournment

Meeting ended. Beth motioned to adjourn the meeting at 4:17, and John seconded the motion. Vote all in favor, 4-0.

Next meeting of the Executive Board will be held on May 19, 2021.

Signature: Irene Frontiero