



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 May 19, 2021

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

<https://global.gotomeeting.com/join/157079413>

Wed, May 19, 2021, 3:30 PM - 4:30 PM (EDT)

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 157-079-413 #

May 19, 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, Mary Ann Nay Community Outreach from Representative Bruce Tarr's office Absent: 0

Tenant Concerns:

- Member Nancy Hammond received a call from a tenant's family member regarding a form sent out to MHA tenants for recertification regarding instructions in case of death. Question 5 asked if there was a will, who the attorney is and asked for details regarding to whom and how one would like their personal belongings designated. Nancy felt the form was asking for information that was too personal regarding end of life. Nancy noted that it bordered if not violated the HIPAA laws.

Mary Ann asked where the form came from and if it could be revised leaving out question 5.

ED responded that it was given out by an attorney that works with DHCD as part of training materials. The form is to help with the tenants carry out their wishes as well as the LHA's.

Board vote Nancy motioned to omit question five, Elaine seconded the motion, vote all in favor. 5-0.

ED remarked that not one tenant had called her about the questionnaire.

Mary Ann mentioned that Nancy is the liaison between the Board and DHCD and that is why Nancy reached out to her for her opinion on it. Mary Ann stated that the board should bring it to the Town Administrator, Gregory Federspiel for review.

Nancy responded that the Board is elected by the Town's residents, and it should report to and answer to the board of selectman on some level.

Chairman Gretchen Wood responded to Mary Ann that Nancy is not the liaison, she works for the COA, and that the MHA works under the opus of DHCD, and the Town has no oversight over the Manchester Housing Authority. Irene is the point person that the tenants should go to with



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concerns on day-to-day operations of the Housing Authority. Nancy should direct tenants to call her when they have issues, concerns, or questions.

Nancy asked Gretchen if she knew what her job description and duties were, she is the advocate for all residents in Manchester no matter where they lived or who their landlord is.

ED, responded to Nancy that she should tell them to call her, so she is aware that they have an issue, problem, or concern. That Nancy is undermining her ability to do her job by overstepping her responsibility as a board member.

Nancy stated that they will not call the ED because she threatens them not to ever call the COA and talk to anyone in that office.

ED responded emphatically that she never threatened anyone, nor would she stop anyone from talking to anyone.

Chair, Gretchen suggests to Nancy that she tell the tenants to call the ED when she gets calls from them, Nancy responded that she would tell them to call the Chair.

No tenant names were given relating to the accusations.

The board stated they work for the residents and have their best interest in mind.

Nancy is no longer on the meeting.

Beth mentioned that Nancy is in a hard position because she has all the seniors coming to her and it may be a difficult balance.

Member Elaine noted that MHA has procedures, and the residents need to go to the ED with issues or she will not be aware or know there is one.

Member John noted that Nancy can email Irene with the issue's resident calls her about. The board needs to let the ED do her job. If resident issues do not get resolved satisfactorily when they report them to the ED, then the Board will get involved.

- Vote- Community Garden Rules and Regulation Policy – Code of Conduct and Waiver, The Board review a resident's letter regarding the Policy and Waiver and acknowledged that the tenant's response was not without a lot of thought, the board took it under advisement and felt that there is a need for it as advised by the MHA Attorney. Elaine motioned to approve as presented and Beth seconded the motion, vote all in favor 4-0
- Board Vote on Minutes of the regular May 19, 2021. Beth motioned to approve them, and the motion was seconded by Elaine, the vote was all in favor 4-0.
- Board vote to Accept the FMR and Income Limits, Beth motioned to accept, and John seconded the motion, vote all in favor 4—0.



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- Board Vote approval of monthly disbursements, Beth motioned approve and Elaine seconded the motion, vote all in favor 4-0.
- Board Vote to approve the change order Project # 166079 Septic System fence for \$7850.66. Elaine motioned to approve the change order and Beth seconded the motion, vote all in favor. 4-0.
Board Vote to approve payment for Reg#1 Project # 166079 Septic System fence for \$75046.20. Beth motioned to approve payment and Elaine seconded the motion, vote all in favor 4-0.
- Mask mandated will be lifted at the end of May and the Board feels they should be worn in common areas. Until further notice or guidance from DHCD.
- Adjournment

Meeting ended. Beth motioned to adjourn the meeting at 4:05, and Elaine seconded the motion. Vote all in favor, 4-0.

Next meeting of the Executive Board will be held on June 16, 2021.

Signature: Irene Frontiero