

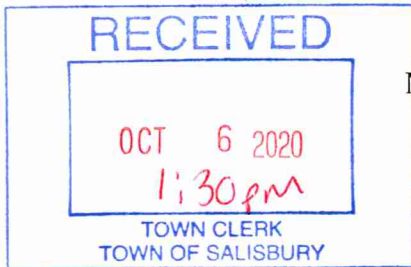
Salisbury Housing Authority

08/13/2020 Minutes

Chaired by Ralph Sweeney

Board of Directors Present: Ralph Sweeney, Samson Racioppi, Maryann Newman

Executive Director: Kate McGuire--Email: kate@ipswichhousing.com



Meeting held remotely per order of Governor Baker.

Pledge (5:00pm)

Roll Call

(0) Residents present, Jessica Sadoway (Finance Director) Alex Russell (Maintenance Director) (1) anonymous caller (muted)

Moment of reflection

Board gave a moment of reflection for residents who are currently ill or recently passed.

Query time

Ralph Sweeney stated that Selectwoman Wilma asked that minutes be sent to the Town Clerk to be published on the website. The ED stated she would send them every month with the agenda.

Bills

Ralph Sweeney asked which vendor is Ampion PBC. Jessica Sadoway stated that they are the energy company that was previously Lodestar.

VOTED: Motion to pay bills by Samson Racioppi. Second by Maryann. All in favor.

Minutes

VOTED: Motion to approve July 2020 minutes by Maryann Newman. Second by Samson Racioppi. All in favor.

Correspondence

NONE

Executive Director's Report

The ED stated that she had tentatively chosen Sept 8th as the office reopen date. The SHA will have a number of precautions put in place including allowing one person in the waiting room at a time. The ED stated she has purchased signs reminding all visitors to wear masks in common areas. The ED stated that there is a dropbox in the front office for residents and applicants to leave paperwork. Staff will continue to wear masks when they cannot maintain 6 foot distance. The ED stated that she is considering purchasing an IPAD or computer for the waiting room for applicants to apply online. The ED stated at this time there is no plan to open the community room. Residents have asked pretty frequently but the ED maintains at this time it is not a good idea. Ralph Sweeney asked if there is any guidance from DHCD on reopening community rooms? The ED stated that DHCD has left it up to LHA's.

The ED presented the DRAFT 2021 Annual Plan for the SHA – The ED asked board members to review the plan. Sam Racioppi stated he found some items and will email them to the ED.

The ED stated that as previously discussed by the board the SHA will switch the bank accounts to Salem 5. The board needs an official vote to move the accounts and shut down the TD Bank account.

VOTED: Motion to switch the SHA bank accounts from TD Bank to Salem 5 by Samson Racioppi. Second by Maryann Newman. All in favor.

The ED stated that the Section 8 management agreement with the Chelsea Housing Authority is coming up for renewal. The ED asked the board if they wanted to maintain the current arrangement, or manage the program internally. Ralph asked if the IHA staff were able to manage the program. The ED stated the staff can manage the program. The ED stated that if the IHA/SHA staff manage the program they will get the full admin fee. Ralph stated he is happy with that and asked if board members were ready to vote.

VOTED: Motion to not renew management agreement for the Section 8 program with Chelsea H.A by Maryann Newman. Second by Samson Racippi. All in favor.

Maintenance Report

The Maintenance Director Alex Russell presented the Vacancy Report. C16 is in very bad shape and will need a contractor to repair extensive damage. B1 and D5 are offline for the accessible unit project that is being held up due to COVID construction restrictions. A2 is vacant and will be turned over by SHA staff. Ralph Sweeney asked when C16 will be ready and the ED estimated by the end of October. Ralph asked if the capital funds are available and the ED stated yes they are. Ralph Sweeney asked if the ED expects any more vacancies and the ED stated not at this time. Ralph asked if in the next year the SHA can expect normal turnover of vacant units. The ED stated that there are many units at the SHA that have extensive smoke damage so many of them will take a long time to turnover. Ralph Sweeney stated that the SHA is in the best shape it has been in a number of years. Alex Russell stated that the smoking policy roll out is going great. Dave has had to correct a couple of people standing on porches but most tenants are taking the new policy quite well.

Public Comment

- None

Adjournment

Motion to Adjourn by Samson Racippi. Second by Maryann. All in favor.