

**Salisbury Housing Authority**

**06/11/2020 Minutes**

**Chaired by Ralph Sweeney**

**Directors Present: Ralph Sweeney, Samson Racioppi, Maryann Newman**

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

Meeting held remotely per Governor Baker's executive order due to Coronavirus outbreak

Pledge (5:00pm)

**(0) Residents present, Alex Russell (Maintenance Director,) Jessica Sadoway (Assistant Director.)**

**Moment of reflection** – A couple of illnesses among residents. Former Executive Director Dale Brinkley passed away. Taking a moment of silence to wish everyone well during this difficult time. The SHA staff are performing a weekly call to all residents to ensure their well-being.

**Bills**

- Routine bills for this month. Nothing unusual.
- Question about the dumpster – what size? Alex stated it is a 10-yard dumpster and he is getting quotes from other companies.
- Former Maintenance Director's passing:—does SHA continue paying health insurance for dependents or next of kin? The ED stated that the retirement system takes care of this.
- SHA has successfully switched to Salem Five bank.

**Motion to pay bills (Samson) 2<sup>nd</sup> by Maryann. Unanimous**

**Move to accept May 14<sup>th</sup> minutes (Samson,) 2<sup>nd</sup> by Maryann. Unanimous.**

**Correspondence**

- The board examined the financial statements. The ED stated there are no major changes to expenses. The SHA have incurred some additional expenses related to COVID but nothing serious.
- The ED is working with Chelsea H.A regarding Section 8. CARES act distributed funds to housing authorities for COVID related expenses. Chelsea utilized some of those funds for technology and mailings. Remainder will be used to install a bathroom in the office necessary for office employees to wash hands and will be kept separate from residents. Bathroom will contain a sink and toilet.
- Ralph asked if there are budgetary considerations for the coming years related to COVID? The ED stated the SHA has healthy reserves (63%) however the SHA can anticipate a very constrained budget as a result of the economic downturn.
- The ED stated the SHA have hired Julie Dillard as Resident Service Coordinator. The ED stated that Julie has already immersed herself into the housing authorities and is making the weekly check in calls to residents.

### **Executive Director Report**

- The ED presented the COVID-19 action plan:
  - Staff is working remotely with one person in the office every day.
  - Staff are continuing to do weekly call-ins to all residents.
  - On calls with other housing authorities last week and the consensus is that no housing authorities will be opening their offices until September.
  - Maintenance only doing emergency work orders while following strict social distancing guidelines.
  - Maintenance is cleaning and sanitizing common areas 7 days a week.
  - Alex sent a notice for residents on how to follow social distancing for maintenance work due to violations from tenants.
  - DHCD froze increases in rent until July.
  - Will continue with remote public meetings.

- DHCD have secured a large shipment of masks that have been made available to residents.
- The ED stated that the SHA is continuing to lease units.
- Kindness rocks competition—If Ralph and Maryann could go to the common area and inspect the rocks to pick their favorite. Will send Samson a photo. There will be a winner and a runner-up for ‘best rocks.
- The ED presented an amendment to the CIP to include an office bathroom and to complete repairs on vacant unit C16.

**Motion to adjust capital project plan to incorporate repairs to vacant unit C16 and to install bathroom in office. (Maryanne) 2<sup>nd</sup> by Samson. Unanimous**

- The ED presented the proposed Internal Controls Policy. It sets guidelines and policies for rent collection, disbursements, payroll, time off, AP / AR, and other related internal office procedures.

**Motion to accept Internal Controls policy (Samson), 2<sup>nd</sup> by Maryann. Unanimous.**

- The ED presented the Reasonable Accommodations Policy. It sets policy for how staff handle requests for reasonable accommodations from residents or applicants. There are circumstances where the housing authority can deny reasonable accommodations when expenses are too great, or when the requests are not reasonable.

**Motion to accept reasonable accommodations policy (Samson), 2<sup>nd</sup> by Maryann. Unanimous.**

### **Maintenance Report**

- The maintenance mechanic is still sanitizing common areas every day of the week. The community room, kitchen and bathrooms are still closed to the public, but hallways, doorknobs, and designated smoking areas are being maintained.
- The SHA staff will work on assigning designated smoking areas. Signs will be posted around SHA stating that smoking is not allowed except for designated areas.

- Once restrictions are lifted, the mini split systems will be cleaned.
- C16 needs significant rehab – seeking quotes.
- B1 and D5 will be used for the ADA project.
- A2 – needed quite a bit of work. Not finished yet. Projected July 1 completion.

#### **New Business**

- Smoking policy – it is in effect but we are not enforcing it right now because the board did not vote to remove the policy. Will not be enforced until the stay-at-home order is lifted.
- Salisbury Housing is seeking additional board member(s) to join us.

#### **Public Comment**

- None

**Motion to Adjourn (Maryann,) 2<sup>nd</sup> by Samson. Unanimous.**