

## **Salisbury Housing Authority**

### **08/12/2021 Minutes**

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

#### **Pledge (5:00pm)**

#### **Roll Call**

Board Members: Ralph Sweeney, Maryann Newman, Jayne Arnold, Samson Racioppi  
Salisbury Housing Authority staff: Kate McGuire - Executive Director (ED), Alex Russell –  
Maintenance Director (MD), Jessica Sadoway – Assistant Director (AD)

#### **Moment of reflection**

Jayne Arnold stated that one resident had passed away, all present gave a moment of silence for the resident.

#### **Bills**

The ED stated the only non-recurring item was from a sewer emergency at Great Meadow Village.

**Maryann moved to approve bills; Samson seconded. Vote was unanimous.**

#### **Minutes**

Samson was absent in June so Kate took the minutes. Minutes for both June and July were reviewed by the board.

**Maryann moved that the board accept both June and July's minutes. Seconded by Samson, and the board approved unanimously.**

#### **Correspondence**

The ED presented the financial statement for June 30, 2021. The ED stated there were no major changes. Ralph Sweeney asked at what point should the board be concerned about reserve

amounts. The ED stated that DHCD recommends we keep our reserves above 30%. DHCD is happy with our reserves.

### **Executive Director's Report**

The ED stated she has been working with the audit firm Marcum & Associates to perform the DHCD annual audit. The ED stated that there are multiple pieces to this audit and we should be hearing from them really soon. The auditor must submit their report to DHCD by the end of August.

The ED stated that the low bidder (Superior Sealcoat Inc.) for the parking lot repairs has good references. The ED stated the SHA can only accept the base bid due to budget constraints. The ED presented a diagram of what will be covered by the base bid.

Ralph Sweeney asked if at some point the SHA will be re-paving the parking lot as part of a capital improvement project? The ED stated this project will cover most of the parking lot, and we do not have the funds to perform the entire parking lot.

**Maryann motions to accept Superior Sealcoat Inc.'s bid of \$26,452.00 for resealing and striping the parking lot. Samson seconded. Board: Unanimous.**

The ED reminded the board that this year's Annual Plan is coming up and is currently posted outside the SHA office and in the laundry room. The board will review the Annual Plan at the September meeting.

### **Maintenance Report**

The MD presented the vacancy report for August. MD stated that E15 has actually been filled since the report was created. Currently three that are normal turnovers, along with two associated with the capital improvement project. Ralph Sweeney asked if the two capital project units should be available for rent by October. The MD stated that everything should be complete by then.

### **Public Comment**

Jayne Arnold asked if there is any way the SHA can get someone to service the heating and air conditioner systems. The MD stated that Dave (Maintenance Mechanic) has serviced them in the past, but with the pandemic and Dave's absence it has likely been a while since they have been done. However, they are on the schedule to be performed. Ralph Sweeney asked when the units were installed. The ED stated that she believes it has been over two years.

Ralph Sweeney stated that he had heard that the property adjacent to the SHA was for sale and there was consideration to acquire the property. The ED stated she is aware that there was some discussion but since then the property owner has not reached out.

**Maryann moves the board adjourn; Jayne seconded. Board approved unanimously.**