

Salisbury Housing Authority

09/09/2021 Minutes

Chaired by Ralph Sweeney

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

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

Annual Plan Public Hearing

No comments for the annual plan.

Pledge (5:00pm)

Roll Call

Directors Present: Ralph Sweeney, Maryann Newman, Shirley Joubert, Jayne Arnold, Samson Racioppi.

Other Present: Kate McGuire - Executive Director, Jessica Sadoway – Assistant Director and Wilma McDonald – Town of Salisbury

Moment of reflection

The ED stated that there were two tenants who passed away unexpectedly this month. The board held a moment of silence.

Bills

The ED presented the bills. Maryann Newman asked who ADF Painting was. The ED stated that they are the painting contractor. Ralph Sweeney asked who Marcum Associates is.

The ED stated that they are the auditor – distinguished from Fenton Ewald who is the accountant. Ralph Sweeney asked how many section 8 vouchers the SHA has leased up.

The ED stated there are 54 leased up and the SHA is working towards spending as much of the funds possible. Ralph Sweeney asked if the eviction moratorium has affected SHA operations in any way. The ED stated that yes, but she is applying for funds through a federal program called SHERA that will assist with unpaid rents.

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

Approval of June 10, 2021 and August 12, 2021 regular meeting 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. Vote was unanimous.

Correspondence

The ED presented the statement for the period ending July 31, 2021 and stated that there are no major changes. Our reserves are still really high, and we are doing well. There are no unexpected financial things happening this month.

Executive Director's Report

The ED stated she met with the GMVTO to present the Annual Plan and Capital Improvement Plan. The tenants made some suggestions for future capital plans, which will be taken into consideration when funding becomes available.

The ED presented the low bids for the Fire Alarm project. The ED recommended the board approve the low bid in the amount of \$320,000. The contractor will have a window of 120 days to complete the project.

Maryann motions to accept MegCo Electrical Inc bid for the Fire Alarm Project. Second by Samson. All in favor.

The ED stated that the SHA regional attorney will be retiring this month after many years of service. The ED stated that Mary John Boylan has been an essential member of the SHA team for many years. The board took a moment to recognize Mary John's contributions.

The ED stated that DHCD is replacing the 'regional attorney' program with a hybrid program that will include a group of firms with different specialties that small LHAs can select from.

DHCD will award each housing authority a budget amount proportional to their size. This may result in increased costs to us should long suits occur.

Samson asked how this is different from what we were previously doing. The ED stated that DHCD funded one attorney per region who individually covered a number of housing authorities. Her salary was paid by DHCD and the costs were not passed onto SHA.

Ralph asked if the regional attorney performed things like evictions for the SHA.

The ED said yes, she took care of evictions, advised on personnel and other related matters.

The board would like to recognize Mary John Boylan for her great efforts in support of SHA.

The ED stated she is working with community partners to hold clinics for COVID-19 booster shots. The first group are those who are moderately to severely immunocompromised.

The ED presented the federal and state audits which were completed by Marcum & Associates and the SHA had no findings on either audit.

Maintenance Report

The ED presented the Maintenance Report. Ralph Sweeney stated that it appears there are 5 vacant units. The ED stated that yes there are 5 vacant units. Unit B1 should be completed by the end of the month. Materials for D1 will be on site soon. Both B1 and the community room are planned to be done by the end of the month.

The ED stated that the deck replacement project is waiting on materials. There was a problem with the color of materials – the contractor wanted a variety of colors, and we insisted on one uniform color. We were able to have our way with a uniform grey color.

The sealcoat and striping job is waiting for a ‘kickoff meeting’ to begin. The ED stated that the fire alarm project will also begin soon. The ED stated that many tenants have requested transfers to first floor units, so as we transfer tenants there will immediately be a corresponding vacancy.

Public Comment

Ralph asked if the community room is open yet, and the answer is no, but there is a tenant using it to provide food to the community.

Shirley moves the board adjourn; Samson seconded. Board approved unanimously.