

Salisbury Housing Authority

12/17/2021 Minutes

Chaired by Ralph Sweeney

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

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

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

Pledge (10:15am)

Roll Call

Ralph Sweeney, Maryann Newman, Samson Racioppi, Shirley Joubert.

Moment of reflection

The Chairperson Ralph Sweeney asked if the SHA had lost anyone in the past couple of months?

Shirley Joubert stated that the SHA has not lost anyone in the past few months thankfully.

Ralph Sweeney asked for a moment of reflection for those who are struggling right now.

The board held a moment of silence

Bills

Ralph Sweeney asked if there was anything unusual about this month's bills? The Executive Director (ED) stated that there is nothing abnormal. Ralph Sweeney asked if the payment to IHA for November is higher than usual? The ED stated that yes, that was a reimbursement for the management of the Section 8 program for 2021. The allocation was discussed at the previous meeting. Ralph asked what the Hays Companies charge? The ED stated it is the state property insurance. Ralph Sweeney asked if the board still has a Directors Liability policy. The ED stated that yes, the SHA does.

Maryann moved to approve bills; Samson seconded. All in favor.

Approval of October Minutes

The board did not approve November's minutes and will be doing so in January.

Correspondence

Ralph Sweeney asked the ED if the SHA can look into acquiring property for additional public housing units. Ralph stated there is property on Beach Road that he believes to be owned by the state. Ralph will look into which address the lot is on. The ED stated once she has the address she will look into it. Ralph stated that the SHA has an LLC that may possess a bank account. The ED stated she would look into the account and whether there are any funds or not. The ED stated the best course of action may be to dissolve the existing LLC and establish another one at a later date. The ED stated that capital or subsidy funds have not been made available by DHCD for new public housing buildings for years. The ED stated a lot of private developers and non profits have been creating affordable housing. Sometimes there are programs where the state will provide a grant to create more units. DHCD grants the money to build the new units, and then the housing authority needs to figure out how to fund the units moving forward.

Executive Director's Report

The ED presented the Language Access Plan. The ED stated the policy is a boilerplate version provided by DHCD. The ED stated she has signed up for translation services through the Language Line. The company provides over the phone, video, and document translation services. The SHA will be utilizing 'I speak' cards at the front desk that will help SHA communicate with non-english speakers.

Samson moved that the board approve the language access plan. Second by Maryann, All in Favor.

The ED stated that the management agreement between the SHA and IHA is due to be renewed but DHCD has failed to provide updated salary guidelines. Ipswich has agreed to renew the

agreement with Salisbury acknowledging that it may ask for a retroactive increase when the guidelines are released.

Maintenance Report

The Maintenance Director (MD) stated the capital projects are moving along. For the fire alarm project the wiring is being run and installed. Decking project is wrapping up #9 out of 10 decks. Will be moving after Christmas to the final deck. Once completed, there are minor 'odds and ends' that need to be finished. The MD stated that the Reasonable accommodations project has been completed and unit B1 has been finished. MJS Construction are now working on unit D1 which was an occupied unit. The project will probably be completed the 1st week of the new year. Presenting the vacancy report the MD stated that unit C1 and C16 are done and being leased out. Ralph asked if unit B4 and E4 are normal turnarounds? The MD stated yes. Ralph asked if it's fair to say that all the units listed on the maintenance report are set to be leased out in the next month or two (subject to holiday delays, etc.) The MD stated yes.

Public Comment

None

Adjournment

Shirley moves the board to adjourn; Samson seconded.