

Salisbury Housing Authority

11/12/2020 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)

Roll Call

Alex Russell – Maintenance Director, Jessica Sadoway – Assistant Director, Wilma – Town of Salisbury, Kathryn Greenwood - SHA staff.

Moment of reflection

Board gave a moment of silence for those who are ill or who have passed recently.

Query time

No public query

Bills

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

Minutes

Motion to approve minutes from the October 8, 2020 regular meeting by Maryann Newman.
Second by Samson Racioppi.

Budget Revisions

The ED presented the 2020 Budget Revision which included the DHCD CARES Act Funds that were awarded to the SHA. The ED stated these funds must be expended by 12/31/2020.

Motion to approve budget revision by Maryann Newman. Second by Samson Racioppi. All in favor.

Section 8 Program

The ED presented the Housing Choice Voucher management agreement between the Salisbury and the Ipswich Housing Authority. The ED stated the agreement will allow the IHA staff to take over the management of the program and the administrative fee will be split 60%/40%. Ralph Sweeney asked if any of the language changed from the Chelsea agreement and the ED stated the language was the same.

Motion to approve the HCVP management agreement by Maryann Newman, seconded by Samson Racioppi. All in favor.

The ED presented the Contract for Financial Assistance amendment #6 for \$10,000.00.

Motion to approve CFA Amendment #6 by Maryann Newman, seconded by Samson Racioppi. All in favor.

Correspondence

The ED provided an update on the state budget - the House released their budget and announced an \$8 million increase to last year's subsidy for a total of \$80 million. The ED will update the board as the budget progresses.

The ED presented the September 2020 statement. The ED stated that the finances were in good shape entering pandemic, and still have very healthy reserves.

Executive Director Report

The ED stated that since DHCD released CHAMP the centralized waitlist, the SHA have experienced a huge increase in the number of emergency applicants which has resulted in delays related to finding qualified tenants. DHCD is working with MA NAHRO on an initiative to screen emergency applicants to help alleviate the issue. The cost of the program will be a prorated share which will be determined by the final number of LHA's that join the MCAT.

The ED introduced the new Public Housing Manager Kathryn Greenwood to the board. The ED stated that Kathryn has jumped right in and is immersing herself into the job very quickly and has already met some tenants in Salisbury. Welcome Kathryn.

Maintenance Report

The Maintenance Director (MD) stated the SHA had a company come in and clean all the common areas. The MD has ordered a custom gazebo that will be delivered soon. The MD has signed a new contract for trash removal which will replace the dumpster with barrels that can be rolled to the street for collection. It will be more efficient and easier for maintenance staff. The SHA office will have a small dumpster for internal use like turnovers. The cost will be \$550 per month for the barrels and \$80 for the dumpster.

Motion to approve trash removal contract with Innovative Waste Systems by Maryann Newman, seconded by Samson Racioppi. All in favor.

The MD stated the Maintenance Mechanic is still out and it is not clear when he will return. The MD has spoken with the company that did the snow removal last year and they are interested in helping the SHA again this year.

The MD is working with an asbestos abatement company to get started on the accessible unit capital project.

The MD stated the project to add a bathroom to the administrative office is underway and should be complete by the next meeting.

Motion to adjourn the meeting was made by Maryann Newman and seconded Samson Racioppi. All in favor.