

Salisbury Housing Authority

12/10/2020 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 ED, Kathryn Greenwood.

Moment of reflection

The board gave a moment of silence for those who have passed or are suffering from illness.

Bills

Ralph Sweeney asked who the vendor Ted Riley is? The Maintenance Director stated that's the asbestos abatement company we used for the staff bathroom addition.

Maryann Newman moved to approve the bills. Sam Racioppi second. All in favor.

Minutes

Maryann Newman moved to approve the minutes from November 12, 2020. Sam Racioppi second. All in favor.

Correspondence

The ED presented the financial statement for November. No major changes this month.

Executive Director's Report

The ED stated that she has decided to close the office to the public again due to ongoing issues with residents not wearing masks in the common areas. The ED ordered face shields for tenants who state that they cannot wear masks. The office has returned to one staff member in the office at a time to allow for social distancing. The ED expected the closure to continue through Christmas and will re-evaluate in January.

The ED has released a Request for Bids for the annual painting contract. The ED stated that there will be a special meeting later in the month to review the bids.

Ralph Sweeney asked why the SHA was not doing painting internally? The ED stated that it's about managing the Maintenance Mechanics time appropriately. Board agreed to meet for the Special board meeting on the 21st at 8am.

The ED stated that staff started doing weekly check-ins again with tenants to make sure they are okay and have access to all essentials they need.

The ED stated that the SHA has been having issues with the fire alarms and asked DHCD for emergency reserves to bring the planned capital project forward a few years. DHCD granted the SHA \$131,000 in emergency funds to get the project completed ASAP.

CFA #7

The ED presented CFA #7 to the board.

Maryann Newman moved to approve CFA #7. Sam Racioppi second. All in favor

Maintenance Report

The Maintenance Director stated that he is doing his best to continue to work on the vacant units while the Maintenance Mechanic is out on medical leave. The SHA currently has 5 vacancies. C16 is being completed by a General Contractor. B1 and D5 are going to be used for the ADA project that should be starting soon. The MD is working on A16 himself.

The MD stated that the landscaping company that is helping with snow removal have been doing a great job and are very helpful while the SHA is understaffed.

The MD stated the staff bathroom is delayed due to difficulty securing contractors.

Ralph Sweeney asked if there are any issues with the air source heat pumps. The MD stated there has not been any issues

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Ralph Sweeney asked if the GMVTO were still meeting and the ED said they were not because of the community room being shut down.

Public Comment

None

Motion to adjourn by Sam Racioppi. Second by Maryann Newman. All in favor.