

Salisbury Housing Authority

02/18/2021 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, Kathryn Greenwood
- Public Housing Manager,

Moment of reflection

The Board gave a moment of reflection for tenants who are experiencing health issues.

Bills

After reviewing the bills, the board concluded there was nothing abnormal or unusual this month.

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

Approval of last month's minutes

The board reviewed minutes and everything is in order.

Samson moved that the board approve December 10, special meeting on December 23, and January 2021 meeting minutes. Maryann seconded, and the board unanimously approved.

Correspondence

ED stated there is nothing significant to report at this time and will review the Year End Statement later in ED Report.

Executive Director's Report

ED and staff are working hard to get tenant access to COVID vaccines. Elderly are having problems navigating COVID website for vaccines and the SHA staff are trying to streamline access.

The ED stated that reserves have increased quite a bit as the result of CARES act financing along with cautious spending due to COVID. The reserves are significantly above what the state requires at 35%. We will spend some of the reserves with a focus on improving office, which has not been done in quite a long time.

The ED presented the Year End Fiscal Statement and the Tenants Accounts Receivable report.

Samson moves that the board approve fiscal year end certification, seconded by Maryann.

Vote is approved unanimously.

Samson moves that the board approve TAR report, seconded by Maryann. Vote is approved unanimously.

The ED presented the Lead Paint Certification and stated the SHA in compliance with all state requirements.

Maryann moves that the board approve the lead paint certification, seconded by Samson.

Vote is approved unanimously.

The ED presented the Top 5 Salary certificate.

Maryann moves that the board approve the top 5 salary certification, seconded by Samson.

Vote is approved unanimously.

Ralph had a question about the spending on the HCVP. ED stated that the SHA has spent more this year than in the previous year. HUD provides financing based on how much we spent in the previous year. For us to be funded at levels based on the previous year, we need to spend 100% (or more) of the allocated budget. We spent more in 2020 than was spent in 2019, which is not a bad thing because HUD will finance us appropriately.

The ED requested that the board write off three vacated tenant accounts that we will likely not be able to collect. The debts are over six months old. It is very unlikely we will succeed in collections or court.

Maryann moves that we write off the account receivables balances. Seconded by Samson. Board voted unanimously in favor of writing off the balances.

Maintenance Report

The Maintenance Director stated that the reasonable accommodations project is still in the works. Additionally, there are a few vacancies carried over from last month.

The staff bathroom in the office is moving along.

Ralph asked about A16 being offline. Alex replied that A16, E9, and C16 are normal turnovers. The other two, D5 and B1, are offline for the ADA project. Delays in other units coming online are due to Dave being out along with waiting for the painters to finish.

Ralph asked if repaving the lot is in the works? Alex replied that it is in the works and should be coming up soon. It won't be a complete repaving but many areas will be dug up and repaved along with sealing and painting / renumbering.

Public Comment

(None)

Adjournment

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