

Salisbury Housing Authority

01/13/2022 Minutes

Chaired by Ralph Sweeney

Directors Present: Ralph Sweeney, Samson Racioppi, 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 (5:00pm)

Roll Call

Ralph Sweeney, Samson Racioppi, Shirley Joubert

Moment of reflection

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

The board held a moment of silence

Bills

Ralph asked if there was anything unusual about this month's bills? A discussion was held regarding the bills. The ED stated that there are more bills this month because the Finance Director was out the month prior. This month's statement reflects some leftover items from last month. The ED asked the board to approve any other regular and recurring bills that come up as they try to catch up on the bills. Ralph asked about the fee for snow removal and whether it is a flat rate for the season, or whether this is a regular fee. The ED stated that the fee shown is for multiple trips. Ralph also asked about the AMP charges, which are regular charges. The ED stated that the SHA also had to install a new antenna on one of the buildings due to the old one no longer working.

Shirley moved to approve the bills as presented and any other regular and recurring bills; Samson seconded. All in favor.

December Minutes

Shirley moves to approve December minutes. Samson seconded. All in favor.

Correspondence

The ED presented the financial statement. The ED stated that not much has changed and the SHA is in a good financial position at this time. Some of the projects we anticipated have not been kicked off yet, but we will be spending down our reserves appropriately. We will not lose that funding by not utilizing it at this time.

Budget 2022

Paul Pavia from Fenton Ewald & Associates presented the draft operating budget for 2022.

- Big thanks to Kate and SHA team. Lots of work done, lots of work to still do.
- Looking at year ending December 2022 tonight. Going to highlight important things.
- SHA is in ‘great shape’ from a reserves’ percentage viewpoint – both Section 8 and ‘4001.’
- Reserves are sufficient to pay multiple years of one-time expenses.
 - What can the reserves be used for?
 - It is reserved for Salisbury and earmarked for the program which it was allocated for. Section 8 reserves can only be spent on section 8 related expenses, and so forth.
- Page 2 – represents your ‘4001’ program. Prior ANUEL = prior budget excluding utilities. Utilities are paid for 100% by DHCD, so those are not counted. This year had a 4% increase in financing, which results in ~11k increase. Retiree benefits are matched 1:1 by the state.

- Allocating around \$3000 for legal costs. Usually a regional attorney – but Northeast regional attorney position is vacant. The lack of regional attorney justified DHCD to increase budgets for legal expenses.
- Management fee paid to Ipswich is based on calculations created by DHCD. This was released three years ago and stated they will reevaluate the fee after three years. The salary calculation will be done again and should (hopefully) be released around February. We have available funds to pay for the increase.
- Page 3 = subsidy calculation reflecting items previously discussed. DHCD will provide SHA ~ 107k for subsidy.
- Page 4 – won't spend too much time on Section 8. CARES act money received last year was paid 100%. Not expecting additional CARES act money at this time – but we are awaiting updates from DC legislators. Assuming zero.
- Housing clerk position is allowing a 4% increase to the salary, so we fully allocated that amount for the clerk.
- Employee benefit page – almost all expenses are out of the control of SHA. Focus on bottom right “benefits as percentage of salaries.” Currently at 52%, last year was 58%. Management agreement helps us significantly with these financials.
- Insurance rate went up from \$170 per unit to \$177. Previous year had a more significant increase.
- Page 9 – allocated \$3,500 for legal -- \$3000 would be reimbursed. Travel costs the same. They are unlikely to change. Management fees to Ipswich are expected to change as guidance is released.
- Non routine maintenance – the “turnover” \$55,000 is just a placeholder and not expected to be accurate. The money allocated on this page (70k) is fluid and can be spent on anything non-routine.
- This concludes Mr. Pavia's update.

Shirley moves that the board accept the 2022 operating budget. Samson seconded. All in favor.

Executive Director's Report

The ED stated that the SHA has had several issues with the heat pump installation from a few years ago. There are numerous problems with the heat pumps that all fall back onto improper installation. Working with a company to fix the issues. Parts will be under warranty from LG, but we need another HVAC company to come in and do a 100% inspection of all units. Expected 10k costs for inspection alone.

Currently only one heat pump is down and is located in the office. Approximately 5 or 6 total units have suffered from failure in the past few months. The units that have failed and been fixed will likely need to be inspected to ensure the fixes are permanent. There are 81 outdoor heat pumps on the property. Each outdoor unit will need to be 'opened up' for visual inspection as a preventative measure. Internal estimates are around 1 hour for each unit. ED requests the board allocate 15K for inspection and repair.

Shirley moves the board allocate 15K for inspection and repairs of the HVAC units.

Samson seconded. All in favor.

The ED presented two change orders that need to be approved. The Fire Alarm Upgrade change order has to do with equipment inside panels so they communicate with each other. This allows the fire department to know exactly which unit the alarm is coming from. It entails adding a couple of components. This upgrade was not part of the original plan.

Samson moves that the board approve change order #1 for the Fire Alarm Upgrade project. Shirley seconded. All in favor.

The ED stated the second change order is for the Reasonable Accommodation Upgrade project. The ED stated that the change order reflects a number of changes the board has discussed over the past several months including a redesign in the community room kitchen.

Samson moves that the board approve change order #1 for the Reasonable Accommodation project. Shirley seconded. All in favor.

Maintenance Report

The MD stated that the Reasonable accommodation project wrapping up in the next couple of weeks. Getting final permits signed off. The Fire Alarm Upgrade project is also moving along. The MD stated that the decking project – contractors are on the last deck right now. The project will be wrapping up within the next couple of weeks as well. The contractor is doing a fantastic job so far.

For the Reasonable Accommodation project the first rehabbed unit will be occupied in the next few weeks. The second unit is almost completed. B4 and E4 just have a few loose ends that are almost complete. Units should be filled within the next month or so.

Public Comment

Ralph Sweeney stated that the Beach road property discussed at the last meeting – pretty sure the town owns it.

Adjournment

Shirley moves the board adjourn; Samson seconded. All in favor.