

**Salisbury Housing Authority**

**02/09/2023 Minutes**

**Chaired by Ralph Sweeney**

**Directors Present: Ralph Sweeney, Samson Racioppi, Shirley Joubert, Donna Abdulla**

**Executive Director: Kate McGuire--Email: [kate@ipswichhousing.com](mailto:kate@ipswichhousing.com)**

**Pledge (5:00pm)**

**ROLL CALL**

**Board Members:** Ralph Sweeney, Samson Racioppi, Shirley Joubert, Donna Abdulla

**SHA Staff:** Kate McGuire - Executive Director (ED), Doug Batchelder - Maintenance Director (MD)

**Others Present:** (1) GMVTO officers, (6) residents, (2) Town administrators

**MOMENT OF REFLECTION**

Ralph inquired about whether anyone had passed. No losses this month thankfully.

(The board held a moment of silence.)

**BILLS**

No discussion, the bills were routine in nature.

Shirley moved to approve the regular and recurring bills; Samson seconded.

Ralph votes aye

Donna votes aye

Samson votes aye

Shirley votes aye

**JANUARY 26, 2023 MINUTES**

Shirley moves to approve January meeting minutes. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Donna abstained because she was not serving during last month's meeting

## **CORRESPONDENCE**

The ED stated that the SHA had a good year with the financials. At fiscal year end the reserves at 45% as discussed in the budget meeting last meeting. Ralph asked if there were updates for the purchase of the new truck. The ED stated that now that the budget had been approved the team will work on getting a trade in estimate for the SHA truck.

## **EXECUTIVE DIRECTOR REPORT**

### **State ethics training**

The ED reminded all board members that they need to do the state ethics training. The ED provided the link for the training in the board packet. The ED stated that the state ethics training is in addition to the DHCD Board Member Training.

### **Year End Certifications**

The ED presented the Lead Paint Certification, Tenants Accounts Receivable Report, Top 5 Salary and the Year End Financial Statement.

Shirley moves to approve the signing of year end certificates. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Donna votes AYE

### **Accounts Receivables**

The ED presented a list of tenants accounts receivables that the HHA have assessed and are unlikely to be collected. The amounts to be written off are \$543, \$274 and \$690.

Shirley moves to approve write-offs to accounts receivables as stated. Donna seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Donna votes AYE

### **TV Antenna at Great Meadow Village**

The ED stated that the SHA received a quote to have the TV antenna fixed for \$2,325.00. The ED recommended that the SHA wait until later in the year to see where the financials stand. Ralph Sweeney asked the ED to put it on the agenda for the November meeting.

### **MAINTENANCE REPORT**

The MD stated there are 4 vacancies right now. One is scheduled to be done by the end of February, the other by the end of March. One unit is done and ready for leasing, and the last apartment will be painted and done by the end of the Month. C1 will be the only one delayed because it needs extensive renovations.

### **GMVTO REPORT**

Presented by GMVTO President Cynthia McMillan. Cynthia stated that the GMVTO has a meeting today. The GMVTO will begin having church service in the community room for those who cannot attend services at a church. The GMVTo also plans to have monthly birthday celebrations, and monthly cookouts in the summer months. .

### **PUBLIC COMMENT**

Judith Graham asked when the SHA will be getting speed bumps. The ED stated not until the end of winter when weather gets better. The ED stated they are dangerous for the plow.

Judith Graham asked for an update on the mailboxes. The MD stated he got quotes and it will be around \$3,600 dollars for just the piece, no carpentry or installation. The MD stated he will put the project in the capital improvement plan.

### **EXECUTIVE SESSION PURSUANT TO GL. C. 30A §21(a)(1)**

The board held an executive session pursuant to GL. C. 30A §21(a)(1)

### **ADJOURNMENT 5:50PM**

Shirley moves the board adjourn; Donna seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Donna votes AYE