

**Salisbury Housing Authority**

**03/10/2022 Minutes**

**Chaired by Ralph Sweeney**

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

**Others present: Executive Director (ED), Kate McGuire--Email:**

**[kate@ipswichhousing.com](mailto:kate@ipswichhousing.com)**

Meeting held remotely per Governor Baker's executive order due to Coronavirus outbreak.

**Pledge (5:00pm)**

**Roll Call**

Ralph Sweeney, Samson Racioppi, Shirley Joubert

**Moment of reflection**

The Board had a moment of reflection for residents who recently passed or are dealing with illness.

**Bills**

Ralph Sweeney asked what the service fee for Scott A Kingsley is. The ED stated that Scott Kingsley is the constable who serves court paperwork on the housing authority's behalf.

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

**Ralph votes aye**

**Shirley votes aye**

**Samson votes aye**

**Approval of February 2022 Minutes**

**Shirley moves to approve January minutes. Samson seconded.**

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**

### **Correspondence**

The ED stated there is a good write up in the MA NAHRO newsletter regarding The American Rescue Plan act funds which have been earmarked for Housing Authorities and encouraged board members to read the article.

### **Year End Forms**

The ED presented the Year End Statement, Top 5 Salary, Lead Paint and Tenants Account Receivables.

**Samson moves to approve the Top 5 Salary, Lead Paint Certification and Tenants Accounts Receivables. Second by Shirley.**

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**

### **Executive Director's Report**

The ED stated that the SHA is getting a 2<sup>nd</sup> shipment of rapid antigen tests. The SHA will be notifying tenants to register with the office if they want any.

The ED stated that there are two tenant accounts that need to be written off . The ED requested the board approve writing off two accounts in the amount of \$274 and \$690. The board held a discussion about the cost / benefit analysis of pursuing delinquent accounts and concluded that it was not worthwhile for these sums.

**Shirley moves to approve writing off the two tenants account receivables. Second by Samson.**

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**

The ED stated that the emergency legislation that authorized for government boards to hold remote meetings expires April 1<sup>st</sup>. Next meeting will be in person on April 14<sup>th</sup> but that date is subject to change.

### **Maintenance Report**

The ED led the discussion on the maintenance report. The ED stated that the SHA maintenance team has been dealing with quite a number of snowstorms. The SHA has hired a local business owner to assist with snow removal which has so far been successful.

The ED stated the fire alarm upgrade project is now wrapping up and the vendor will be on site with the fire department to test the fire alarms.

The ED stated there are currently three (3) vacant units. B12 requires a lot of work. A1 needs some work in the bathroom that may be significant.

The ED stated that the Maintenance Director performed a number of inspections for lease compliance. The SHA staff will be following up with residents who did not pass their annual inspection.

Ralph Sweeney asked for an update on the mini-split systems and the ED stated the Maintenance Director is handling that and can update the board at the next meeting. Ralph asked if any units had no heat. The ED replied that at this time it was just the office.

### **Public Comment**

Ralph sent Kate correspondence regarding the land adjacent to the housing authority. The ED stated she would follow up with a letter. Ralph Sweeney asked the ED about a recent news article pertaining to the GMVTO. The ED stated that the SHA can not comment at this time but that the SHA tenant's association is not associated with the housing authority office.

### **Adjournment**

**Shirley moves the board to adjourn. Second by Samson.**

**Ralph votes aye**

**Shirley votes aye**

**Samson votes aye**