

Salisbury Housing Authority

08/11/2022 Minutes

Chaired by Ralph Sweeney

Directors Present: Ralph Sweeney, Samson Racioppi, Shirley Joubert

Executive Director: Kate McGuire--Email: kate@ipswichhousing.com

Pledge (5:00pm)

Roll Call

Ralph Sweeney, Samson Racioppi, Shirley Joubert.

Kate McGuire - Executive Director (ED), (2) GMVTO officers, (6) tenants.

Moment of reflection

Ralph inquired about whether anyone has passed. Bernie reported that there are generally tenants in the hospital and this month is no exception. Thankfully the housing authority has not lost any tenants for a few months.

The board held a moment of silence

Bills

After reviewing the monthly bills, the board determined nothing was out of order or unusual this month.

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

Ralph votes aye

Shirley votes aye

Samson votes aye

Approval of July 2022 Minutes

SHIRLEY moves to approve june minutes. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Correspondence

The ED stated that the SHA is about 6 months into the fiscal year and still doing strong. Reserves are just over 50%. Good place for housing authority to be.

Executive Director Report

DHCD has released a 2nd PHN allowing an increase for the mileage reimbursement from \$0.585 to \$.62 cents per mile. Kate recommends the board increase the rate to \$.62

SHIRLEY moves to increase the Public Housing Notice mileage rate to \$0.62. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

The painting contract is due for renewal and the ED highly recommended the SHA renew their contract for another year. They are on time, affordable, their work is good, and their billing procedures are simple and easy.

Shirley moves that we renew the painting contract for one year with adf painting. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

Parking Policy

As discussed at the previous meeting, the board recommended the Executive Director draft a parking policy. The ED stated the parking policy outlines a registration process and eligibility requirements for parking that includes current insurance and inspection. The ED stated that the parking will be first-come, first-served basis. If the board wishes to have assigned parking then we can consider. Visitor parking areas can be used for non-resident cars for durations less than

(3) days in a one-week period. Vehicles that do not conform to the parking policy will be removed at the owner's expense.

The board made the following recommendations for the policy: (1) Add language indicating new tenants will have a period of time (~30 days) to achieve compliance with the policy. (2) Implement assigned parking. (3) Add language indicating that improperly parked cars in fire lanes will be removed immediately.

Shirley moves that we accept the parking policy with changes. Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE

The ED stated that the speed bumps will be purchased and installed after the parking lot repaving project has been completed.

Annual Plan

There will be a tenant meeting between now and the next board meeting to discuss the annual plan. It has also been presented to the GMVTO. There are no major changes between the previous annual plan and this year's proposed plan.

Maintenance Report

The ED stated there are (3) vacant units. A1 the bathroom is being replaced and as a result will be a long-term project. B12 is also a long-term project and we are trying to get it as part of the capital improvement plan due to significant damages. C1 will be a normal turnaround and should be back online soon.

GMVTO Report

Bernie updated the board on their first meeting coming up the first Wednesday in September at 2pm. Will be discussing bingo and other proposed activities. The ED will also discuss the annual

plan at the next meeting. Likely will move meetings to coincide with monthly board meetings (2nd Thursday of month.)

Public Comment

Tenant brought up concern re: safety issue. Tenant was stung by a bee and had an allergic reaction. Emergency responders could not get around the traffic circle due to parked cars. Police did not respond or ticket vehicles. Tenants will work with the ED to identify vehicles/ tenants who are parking in inappropriate locations. Another tenant echoed issues with bees / hornets in building E1. ED stated she would report this to the maintenance department.

Judith Graham stated that the AC in GMVTO office stopped working – started smoking during a recent meeting. Electrical plug was removed to prevent further damage. Observed yellow jackets entering AC after the incident.

Tenant mentioned that trash barrels are dirty / smelly. They were advised that if a maintenance request is submitted, Dave will clean them.

Adjournment

Shirley moves the board adjourn; Samson seconded.

Shirley votes AYE

Samson votes AYE

Ralph votes AYE