

**Salisbury Housing Authority**

**09/08/2022 Minutes**

**Chaired by Ralph Sweeney**

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

**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.

Others present: Executive Director (ED) Kate McGuire,(3) GMVTO officers, (10) tenants.

**Moment of reflection**

Ralph inquired about whether anyone has passed. Bernie Boylan 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 August 2022 Minutes**

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

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**

### **Correspondence**

The ED presented the statement for the period ending July 31<sup>st</sup>. No major issues. The SHA will likely have to replace the maintenance truck soon, and that discussion will likely be held in December when we are determining the next year's budget. Can either use reserves or obtain a loan. Ralph Sweeney asked when the truck was purchased. The ED said the truck was purchased in 2010. The ED stated it has very low mileage because mostly local travel.

The ED stated that the SHA received 3 additional Section 8 vouchers through the American Rescue Plan. We will be allocating them shortly.

### **2023 Annual Plan**

The ED presented the Annual plan 2023. Annual plan contains basic information about the housing authority. No changes in number of units or on board members. The ED presented the capital improvement plan for 2023. Instead of performing multiple small projects we are focusing on one large project – upgrading bathrooms. Not all the bathrooms will be done at once. Bathrooms were recently assessed and rated according to their conditions. Worst bathrooms will be renovated first.

Ralph asked what will tenants use for bathrooms during the renovations. The ED stated that generally bathrooms will be offline only during the day time, and at night they will be usable. The SHA will keep a vacant unit bathroom available for residents to use during the day.

### **Shirley moves to approve the 2023 Annual Plan. Samson seconded.**

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**

### **Executive Director Report**

The ED stated that the SHA has completed the federal and state audit. Both audits are attached in the report. There were no findings on either state or federal audit. The ED stated that they will

now be submitted to HUD and DHCD. Ralph Sweeney stated that the lack of issues with the audit is a testament to the quality of the Executive Director and her staff.

### **Maintenance Report**

The ED stated the SHA has three vacant units. C1, B12, and A1. C1 is slightly more than a normal turnover but it should be done in around 30 days. A1 will require a flooring contractor to come in and fix structural issues. Tub needs to come out for floor repair. A1 will likely be down until around December. We will find out next week a better time frame for downtime.

The ED stated the maintenance staff is preparing for winter by ordering supplies and performing maintenance on equipment.

### **GMVTO Report**

Bernie Boyland stated that there are no significant requests but tenants have questions. Bernie turned the discussion over to tenants. Carole Cheverie asked a question about the purpose of the housing board and its relationship with the housing authority. Ralph Sweeney answered that the board oversees the Executive Director and the housing authority's operations.

Bernie asked about utilizing the shed for tenant purposes. ED stated that GMVTO can utilize the shed for storage and will manage which items will be allowed. Examples are bicycles and scooters during the winter months.

### **Public Comment**

Judith Graham thanked the board for implementing the parking policy. Tenants are not parking in prohibited areas as frequently as previously. Looking forward to speed bumps.

The ED stated that the speed bumps are going to be installed after the parking lot repaving project is completed. It is unlikely that will happen prior to winter.

It was asked who will cause vehicles to be towed. The board replied that this is the authority of the ED.

Judith Graham stated that tenants have some problems with police response re: calling and asking for assistance. Judith stated that the police were called, arrived on scene, but did not do anything to fix the situation. Another instance where a vehicle was littering 'nips' in the parking

lot and the police arrived in response to a tenant's phone call. Tenants are getting the impression that police do not take their issues seriously. The ED advised that the tenant contact the Chief of Police with their concerns.

### **Adjournment**

**Shirley moves the board adjourn; Samson seconded.**

**Shirley votes AYE**

**Samson votes AYE**

**Ralph votes AYE**