

Amesbury Housing Authority
Minutes of the Regular Board Meeting and Public Hearing
Tuesday, September 19, 2023, at 8:30 AM

A Regular Board meeting and Public Hearing of the Amesbury Housing Authority was held on the above date and time at the Heritage Towers Conference Room located at 180 Main Street, Amesbury, MA. A quorum being present, the meeting was called to order by the Chair Noon at 8:30 A.M. with the following members present:

Commissioners Present: Sandy Clark
 Phil Dandurant
 Ralph Noon
 Donald Roy

Commissioners Absent: Lyndsey Haight

Others Present: Adam Garvey, Executive Director

PUBLIC PARTICIPATION

There was no public participation under this item.

MINUTES

Upon a motion duly made by Commissioner Roy and seconded by Commissioner Clark, it was voted 4-0 to approve the minutes of the regular meeting held Tuesday August 15, 2023, as presented.

The Chair then declared said motion carried and said vote in effect.

FINANCES

Vendor Payments

Upon a motion duly made by Commissioner Clark and seconded by Commissioner Dandurant, it was voted 4-0 to approve the monthly bills for Vendor payments issued via Direct Deposit #46&47 and check numbers #24654 through #24669 and other direct debits for vendor and utility payments in the amount of \$241,433.80 for the period 08/11/2023 through 09/11/2023.

The Chair then declared said motion carried and said vote in effect.

Monthly Financial Statements

The monthly financial statements for the periods ended June 30, 2023, and July 31, 2023, were presented. Upon a motion duly made by Commissioner Clark and seconded by Commissioner Roy, it was voted 4-0 to accept and place the statements on file, as presented.

The Chair then declared said motion carried and said vote in effect.

CORRESPONDENCE AND REPORTS

- a. Vacancy Report – this report was issued to the Board with comments from the Executive Director. The Executive Director reported that the Authority currently has twenty-five vacant units. Five of these units have been offered and one is being held for an accommodation transfer; leaving a net vacancy total of nineteen units. Bathroom renovation is underway at 2 Orchard Park. The director commented that unforeseen plumbing repairs were encountered after removing the tub and sub-floor. This added another two to three weeks to the project to allow for multiple trade coordination. We expect the renovation to be complete by mid-October. This unit has been accepted. Vacancies at 16 and 18 Macy Street were also discussed with one unit potentially needing outside contracting assistance to turnover.
- b. Pest Control –The Director reported that the Authority had two reports of ants at Heritage Towers. Treatments were performed and appeared to be successful. A lighthearted mention of a gang of turkeys between the Towers and Vale was given. Pest issues were at a minimum over the last month. The board stated their appreciation of the proactive pest control approach by management.
- c. HUD Housing Choice Voucher program – an update on units leased and monthly housing assistance payments was provided by the Director. There were 105 total vouchers leased with monthly HAP expense of \$167,637. The Director informed the board that the public comment period required before submission of the Section 8 annual plan was missed. This was an oversight and the director plans to advertise the public comment hearing in October. The comment period is 45 days. It is expected that the public hearing following public comment period will be held in December.

CAPITAL IMPROVEMENT/MODERNIZATION

- a. Active Capital Improvement Projects: The Director informed the board that the current capital plan is currently under review by EOHLIC. New projects have not received CIP numbers or formal funding. An update was given on the award of bathroom renovations at Orchard Park. Unit renovations at 48-50 Macy Street are currently stalled pending court action. The Director informed the Board that he had connected with the project manager of the ModPHASE project. This gentleman is new to his position and will familiarize himself with the project and reasoning for the delays. A future meeting will be scheduled.

NEW/OTHER BUSINESS

- a. Tenant Selection Plan – HUD Multifamily – Macy Terrace:
Upon a motion duly made by Commissioner Dandurant and seconded by Commissioner Roy, it was voted 4-0 to adopt a HUD compliant tenant selection plan for the HUD Multifamily units on Macy Terrace.

The Chair then declared said motion carried and said vote in effect.

- b. Wage Match System Certification:
Upon a motion duly made by Commissioner Dandurant and seconded by Commissioner Clark, it was voted 4-0 to certify the Authority's usage of the Commonwealth of Massachusetts Wage Match System. The Director informed the board that all staff has received training and information on safeguarding information and executed all required certifications.

The Chair then declared said motion carried and said vote in effect.

REPORT OF THE EXECUTIVE DIRECTOR

The Board was updated on the back to school block party at Macy Street held in August. The event was well attended and we appreciate the coordination and assistance from Amesbury PACT and Pettengill House. Our residents enjoyed the event and we had some good conversations.

Housing staff joined the Director at the August Breakfast with the Chiefs at Cider Hill Farm and gave a brief presentation on the services offered by the Housing Authority.

The Board given an update on employment activities. It was reported that Thomas Everson, Maintenance Mechanic, will be retiring on November 10, 2023. Tom has been a valued employee for 18 years. Discussion was had on potential internal candidates to replace Tom's position. Chairman Noon requested that Tom be invited to the next regular meeting to receive an acknowledgement and token of appreciation from the Board.

The Director stated that he had received six resumes for the open accountant and purchasing position and will be reaching out to qualified candidates. He believes two or three possess the skills desired and believes the position will be filled in early October.

ADJOURNMENT

There being no further business before the Board and upon a motion duly made by Commissioner Clark and seconded by Commissioner Roy, it was unanimously voted to adjourn at 8:55am.

The Chairman then declared said motion carried and said vote in effect.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adam Garvey", written in a cursive style.

Adam Garvey
Secretary and Executive Director