

Amesbury Housing Authority
Minutes of the Regular Board Meeting and Public Hearing
Tuesday, October 17, 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
 Lyndsey Haight (late arrival)

Commissioners Absent:

Others Present: Adam Garvey, Executive Director

PUBLIC PARTICIPATION

There was no public participation under this item.

The Chair acknowledged Mr. Thomas Everson, Maintenance Mechanic, for his eighteen years of service to the Amesbury and Merrimac Housing Authority. Mr. Everson is retiring on November 10, 2023. The Chair presented him with a plaque on behalf of the Board of Commissioners and thanked him for his years of quality maintenance services to our residents.

MINUTES

Upon a motion duly made by Commissioner Clark and seconded by Commissioner Roy, it was voted 4-0 to approve the minutes of the regular meeting held Tuesday September 19, 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 Roy and seconded by Commissioner Dandurant, it was voted 4-0 to approve the monthly bills for Vendor payments issued via Direct Deposit #48 and check numbers #24670 through #24717 and other direct debits for vendor and utility payments in the amount of \$322,712.20 for the period 09/12/2023 through 10/12/2023.

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

Monthly Financial Statements

The monthly financial statements for the periods ended August 31, 2023, and July 31, 2023, were presented. Commissioner Clark questioned the description of April to July dates on quarterly water bill payments. The

Director stated it may be an error, or late invoicing by Pennichuck Water. Upon a motion duly made by Commissioner Dandurant 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. Four of these units have been offered and one is being held for an accommodation transfer; leaving a net vacancy total of twenty units. Bathroom renovation is nearing completion 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, or both units likely be added to a future capital project.
- b. Pest Control –The Director reported that the Authority had two reports of ants at Heritage Towers. One unit has been treated with the other scheduled for Friday or the current week. There were two issues of wasps entering homes at Macy Street. Pest End, a larger firm, was brought in to eradicate. One resident was allergic and was temporarily relocated to an area hotel during treatments.
- 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 \$157,233. The Director informed the board that the public comment period has been advertised with a public hearing scheduled for December 18, 2023. The Plan will be presented to the Board for approval on December 19, 2023 with subsequent filing the U.S. Department of HUD.

CAPITAL IMPROVEMENT/MODERNIZATION

- a. Active Capital Improvement Projects: The Director informed the board that the current capital plan remains under review by EOHLC. New projects have not received CIP numbers or formal funding. Contractors have inspected the ongoing roof leaks at Heritage Towers with quote award expected in the next week. A plumbing contractor has visited a unit for an accommodation related roll-in shower. Specifications, scope and price are expected within the next few weeks. A quote will be awarded for the installation of an automatic door opener in the community room of the Towers.

NEW/OTHER BUSINESS

- a. HUD Section 8 Housing Choice Voucher Program Payment Standards:
Upon a motion duly made by Commissioner Clark and seconded by Commissioner Roy, it was voted 4-0 to adopt the current HUD payment standards at 100% for the housing choice voucher program.

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

- b. Executive Session:
Upon a motion duly made by Commissioner Clark and seconded by Commissioner Haight, it was voted unanimously to enter executive session to discuss active and pending legal actions. The Board will adjourn from executive session.

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

REPORT OF THE EXECUTIVE DIRECTOR

The Board was updated on a Fair Housing and Equal Rights Housing seminar put on by the Council on Aging and Community Teamwork Inc on November 2, 2023 at the Senior Center.

The Board given an update on employment activities. Mr. Ryan Dumont was hired to the position of accountant and purchasing assistant. Ryan holds an MBA from Bryant University. His first day was October 4, 2023. The maintenance position will be advertised in November to replace Dan Dupuis, who will be upgraded to Maintenance Mechanic Painter on November 13, 2023 following the retirement of Thomas Everson.

ADJOURNMENT

There being no further business before the Board and upon a motion duly made by Commissioner Roy and seconded by Commissioner Clark, it was unanimously voted to adjourn at 9:35am.

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 over a horizontal line.

Adam Garvey
Secretary and Executive Director