

Amesbury Housing Authority
Minutes of the Regular Board Meeting
180 Main Street, Boardroom
Tuesday, October 23, 2018 at 8:30 AM
Approved November 20, 2018

A Regular Board meeting of the Amesbury Housing Authority was held on Tuesday, October 23, 2018 at 8:30 AM in the Boardroom located at 180 Main Street, Amesbury, Massachusetts. 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: Ralph Noon
 Philip Dandurant
 Donald Roy

Absent: Lyndsey Haight
 Jill Currier

PUBLIC PARTICIPATION

None

MINUTES

Upon a motion duly made by Mr. Dandurant and seconded by Mr. Roy it was unanimously

VOTED: To approve the Minutes of the Regular Board Meeting of September 18, 2018 as presented.

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

FINANCES

Upon a motion duly made by Mr. Roy and seconded by Mr. Dandurant it was unanimously

VOTED: To review and approve the monthly bills for Vendor payments issued Check Number #21437 through #21492 for the period from 9/25/2018- 10/23, 2018 for a total amount of \$128,448.70 and the monthly ACH (monthly debits) in the amount of \$814.28 as presented.

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

Financial Statements

Financial Statements period August 31, 2018 to be placed on file.

Budget

FY2019 Budget to be available at November monthly meeting. Executive Director provided a “wish list” of items to be included in the FY2019 Budget. Chair Noon indicated that in the future to have the windows in the walkway that leads to the office on the 6th floor be replaced as well as window replacement for Heritage Towers. Executive Director indicated that at the time of preparing the CIP for next year, this can be added as a project.

CORRESPONDENCE AND REPORTS

- a. DHCD approval of FY2018 Budget Revision 1.
- b. Public Housing Notice 2018-18 FY2019 Budget Guidelines

CAPITAL IMPROVEMENT PLAN

Executive Director reviewed the approved projects for FY2019.

HUD UPDATE

74 Housing Choice Vouchers currently leased- Continue to participate in monthly HUD conference calls to monitor the potential shortfall. Application for shortfall set aside funds submitted on July 12, 2018.

The Elms/SRO Program currently has 24 vouchers out of 24 leased.

RAD Conversion- Conversion scheduled for December 1, 2018.

Section 8 Payment Standards

Executive Director indicated annually HUD publishes FMR (Fair Market Rents) for the Section 8 Program. Amesbury FMR's are in conjunction with the Boston jurisdiction. Payment Standards are determined based on 90-110% of the published fair market rents. The Authority has been notified that the Boston Housing, Cambridge Housing and DHCD have requested a reevaluation of the FY2019 FMR's therefore until the reevaluation is complete, we must continue to use the current FY2018 FMR's which are enclosed. Although we are not changing the FMR's, a board vote is still needed whereas we are required to do this annually.

Upon a motion duly made by Mr. Dandurant and seconded by Mr. Roy it was unanimously

VOTED: To approve the Section 8 Payment Standards effective December 1, 2018 as presented.

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

OLD BUSINESS

none

NEW BUSINESS-

Revised Air Conditioner Policy

Chair Noon requested to amend the presented Air Conditioner to read as charge resident the total amount due for installation and removal at the time of installation to reduce clerical work.

Upon a motion duly made by Mr. Roy and seconded by Mr. Dandurant it was unanimously

VOTED: To approve the Revised Air Conditioner Policy as amended to read that total charges for installation and removal to be billed at time of installation as presented.

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

Legal Representation Services

Chair Noon requested the Executive Director check references on Turk & Quijano, LLP. Board vote on approval of retaining Turk & Quijano for legal representation upon positive reference checks.

Upon a motion duly made by Mr. Dandurant and seconded by Mr. Roy it was unanimously

VOTED: To approve to retain Turk & Quijano, LLP upon positive reference checks for legal representation services on an as needed basis as presented.

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

ADMINISTRATIVE MATTERS/REPORT OF THE EXECUTIVE DIRECTOR

E.D Report - Executive Director reviewed the update Report that was included in the Board Packet

SALISBURY HOUSING AUTHORITY PROPOSAL FOR MANAGEMENT SERVICES

Executive Director indicated that Melanie Loveland-Hale, DHCD Housing Specialist forwarded an email October 3rd, that was sent out to four other housing authorities for Request for Proposals for a Management Agent for Salisbury Housing Authority. This email was forwarded to all board members on October 3rd. Executive Director indicated that the response to Ms. Loveland-Hale was that the Housing Authority was not able to schedule a board meeting for discussion due to the time frame of one week. Chair Noon indicated that should this be requested again that he does not feel that at this time we are in a position to add an additional agency to our current load of management. All members agreed.

Executive Director indicated that the new website is now complete. Amesbury and Merrimac Housing now have their own website. Each website has a link at the bottom of the webpage to link to the other housing authority.

MASS NAHRO FALL CONFERENCE

Chair Noon indicated that he is unable to attend the Fall Conference due to a conflict in schedule. Chair Noon requested to inquire to MASS NAHRO why the Fall Conference is scheduled in December instead of in November as in the past.

UPGRADE OF ENERGY EFFICIENT LIGHTING

Upgrading of Energy Efficient Lighting is in the process for Macy Terrace, Orchard Park and Field Street home. They are receiving new light fixtures/bulb in the bathroom, hallway, kitchen as well as in the basement and over the stove and exterior lights.

SOLAR ENERGY UPDATE

Executive Director indicated that ECA Solar has contacted the Authority indicating that the State of Massachusetts has approved moving forward with the SMART program (Solar Massachusetts Renewable Target). They are anticipating building a new project in the spring. More information will be available for the board in the next few months. ECA Solar is also available for a presentation within the next few months.

WIFI

Residents/guests now have access to Free Wi-Fi in the Heritage Lobby and Community Room. Intellibeam, IT Services will be installing a new access point to increase the signal.

CABLE TELEVISION

Cable Television service in the Heritage Towers Community Room has been upgraded to include the Sports station so that residents can gather and watch the New England Sports Team as a group.

Chair Noon requested that the vendor for the snack machines in the laundry room be contacted to provide a better selection of snack. Chair noon would also like the Executive Director to look into the Authority receiving a percentage of proceeds for the Tenants Association.

Chair Noon also inquired about more information on the percentage of proceeds the Authority receives from the coin operated laundry and if a percentage of the proceeds are available for the Tenants Association.

Chair Noon requested additional lighting in the Heritage Towers Lobby area.

Mr. Dandurant spoke about residents continuing smoking in their unit. Mr. Dandurant would like more information on cigarette smoke detectors for repetitive violators of the smoking policy. Executive Director indicated that she would provide more information and get in touch with legal regarding a possibly revision of the Non Smoking policy to include this.

Mr. Dandurant requested that the Heritage Towers Community Room and Lobby be waxed before the winter season.

VACANCIES - 2-one bedrooms

Adjourn-

There being no further business before the Board and upon a motion duly made by Mr. Roy and seconded by Mr. Dandurant it was unanimously voted to adjourn at 9:14 am.

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

Respectfully submitted,

Michelle Bibeau, Secretary
and Executive Director