**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**March 10, 2020**

Call to Order:

The meeting was called to order by B. Cairns at 6:02 PM.

Present:

Beth Cairns, Greg Cooper, Margot Hammon, Gordon Thompson, Roger Tyler and Irene Frontiero (Director).

Absent:

None

Tenant Concerns:

Clothes Dryer– A tenant submitted a note that one of the dryers was not working. A new part was ordered and installed, and all machines are working.

Apt 37 – Raised the following issues – (1) the hill should have a path to the top. I. Frontiero responded that the hill will be planted with grass and a path would likely need to be ADA compliant. (2) there is erosion around the top of the stone wall in front of building 9 & 10 which might be corrected by planting ornamental grasses.

Meeting Minutes:

The Minutes of the meeting of February 11, 2020 were discussed. G. Thompson made a motion, and it was seconded by G. Cooper, to approve the Minutes. The motion carried with all in favor.

Director’s Report:

The Board reviewed the Director’s report.

* Water Meter Valve Replacement Project (MOD #092055) – G. Thompson met with the DPW and confirmed that the town owns and maintains the shut off valve in the street. The shut off valve owned by EHA needs to be replaced and the design is being handled by MacRitchie Engineering.
* Electric Panel Project (MOD #092050) – The low bid of $71,500 was submitted by ERA from Ipswich. I. Frontiero is checking references.
* Exterior Door Project (MOD #092051) – The project went out to bid on February 26th. Bids are due back by 12:00 PM on March 18th.

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* Replacement Attic Heat Detectors (MOD #092053) – The project will remain on hold. Needed funds were diverted to Alarmex. This company discovered and fixed the problem with a NAC circuit. The fire alarm system is now fully operational. Alarmex will follow up with more information on a cellular communicator. This type of communicator will take the place of the copper phone line currently used to communicate with the monitoring company.
* Mini Splits – I. Frontiero reported that she has reached out to a company that might have funds available to housing authorities to repair the mini splits.
* Work Orders – A total of thirty-one work orders were generated during the past month.

License Agreement for Shared Sander – The Board reviewed the License Agreement for the shared use of the sander with the Manchester Housing Authority. The sander is owned by the Manchester Housing Authority and EHA owns the pick-up truck. After discussing the License Agreement, G. Cooper made a motion, and it was seconded by G. Thompson, to instruct B. Cairns to execute the License Agreement on behalf of EHA.

Financial Review:

* Financial – The operating income and expense report through February 29, 2020 was reviewed.
* Payables – The payables were presented and approved.

Vacancies:

There are two vacancies.

Next Meeting:

Tuesday, April 14, 2020, at 6:00 PM.

There being no further business, B. Cairns adjourned the meeting at 7:34 PM.

Respectfully Submitted,

Roger Tyler