**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**May 28, 2019**

Present:

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

Call to Order:

The meeting was called to order by B. Cairns at 6:01 PM.

Meeting Minutes:

The Minutes of the meeting of April 9, 2019 were discussed. G. Cooper made a motion, and it was seconded by B. Cairns, to approve the Minutes. The motion carried with all in favor.

Tenant Concerns:

No tenants were in attendance.

Apt 21 – Follow up on the air quality testing. ATC performed an air quality test on April 12th. Mold was found on the a/c air handler unit as well as on the bathmat. The air handler was disassembled and cleaned with detergent by an outside vendor and the bathmat was disposed of. On April 30th Robert M. Watt, Construction Advisor with DHCP, met with I. Frontiero and confirmed that the action taken by EHA was appropriate to eliminate the mold. He suggests close attention be paid to the cleaning of the air filters and the functioning of the condensate pumps. Also, EHA should pursue a full maintenance contract with an HVAC vendor. The ATC report and action taken by EHA were shared with Erin Kirchner, Essex Board of Health Administrator.

Director’s Report:

The Board reviewed the Director’s report for the month of May.

* Paving Project (MOD Project #092043) – The final draft of the scope is being reviewed by EHA. The project budget increased to $136,000 because of an award of $75,000 from the CPA. The project scope also increased. This overall budget includes $10,000 for tree work.
* Exterior Repairs (MOD #092048) – The painting project kicked off on buildings 9 and 10. The rain continues to slow down progress. The project was expanded to include the pressure washing of the back decks and gutters. I. Frontiero secured additional funds for the expanded scope.

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* Masonry Repairs (MOD #092049) – The project includes re-pointing with alternative pricing to includes chimney work. A total of 11 contractors received the bid package and 4 contractors have visited the site.
* Replacement Switchgear (MOD #092050) – Nagle Engineering will prepare the plans and scope.
* Tree Work (MOD not assigned) – The project includes the removal of the tree close to Winthrop St at the base of the hill and pruning behind buildings 1, 2, 5, 6 and between the community center and building 8. A total of 5 contractors received bid packages and 3 bids are received to date.
* Talks regarding a Sander for the Pick-Up Truck - A purchase of a sander is being considered, by the Manchester Housing Authority for a sander to be put on EHA pick-up truck. The sander will be owned by MHA and used by both housing authorities.

Project Management Reporting (PMR):

The DHCD will visit the property on Thursday, May 20th. The inspector will review existing policies and procedures. The inspector will also inspect a sampling of apartments. I. Frontiero has notified the tenants.

Financial Review:

* Financial – The operating income and expense reports though April 30, 2019 were reviewed.
* Payables – The payables were presented and approved.

It was noted that the reserves are at 27.4% of maximum.

Vacancies:

There is one, 2nd floor vacancy. A potential applicant was screened but did not pan out. Eight other applicants are being screened. An additional apartment will open up soon.

Next Meeting:

Tuesday, June 11, 2019, at 6:00 PM.

There being no further business, G. Cooper adjourned the meeting at 6:51 PM.

Respectfully Submitted,

Roger Tyler