**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**January 12, 2021**

**Virtual Meeting**

Call to Order:

The meeting was called to order by B. Cairns at 6:05 PM.

Present:

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

Absent:

Greg Cooper

Tenant Concerns:

Washing Machines – Both machines were out of service for two days. One is restored to service and the other is being replaced.

Meeting Minutes:

The Minutes of the meeting of January 12, 2021 were reviewed. G. Thompson made a motion, and it was seconded by M. Hammon, to approve the Minutes. The motion carried with all in favor.

Director’s Report:

The Board reviewed the Director’s report.

New Phone System – Ordered for the office through the CARES Funding.

* Paving Project (MOD #092043) – The retainage is $7,500 for the punch list work. As per the recommendation of Robert Watt, the DHCH construction advisor, I. Frontiero will obtain a bid from another contractor to complete the work this spring. The expense will be deducted from the retainage.
* Electric Panel Project (MOD #092050) – Dagle Electrical Construction Corp., the low qualified bidder, was issued a notice to proceed in August of 2020. Dagle is now withdrawing from the project because it based its low bid on a less expensive panel board with a circuit breaker opposed to a panel board with a bolted pressure switch main as specified by Nagle Engineering. Dagle is unwilling “to eat” the $20,000 added cost. I. Frontiero is working with both Nagle Engineering and the construction advisor and may approach the next low bidder, Pine Ridge Technologies, Inc. ($85,537), or re-bid the project. G. Thompson to offer his expertise.

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* Walkway Paving Project (MOD # pending) – The catch basin repairs were added to the project. RCAT to advertise.
* Exterior Entry Door Project (MOD #092051) – I. Frontiero will circulate cut sheets/pictures of the front door options for the Board to weigh in. There will be more discussion on how the replacement doors will be keyed. JD&D Construction is expected to commence the project at the end of March.
* Heat Detector Replacement Project (MOD #092053) – Stilian Electric is expected to replace the non-compliant heat detectors in the community building by the end of January. Other heat detectors will be replaced as funds allow.

Financial Review:

* Financial – The operating income and expense report through November 30, 2020 was reviewed. The reserves are at 48.4% due to the addition of the one-time payment of $23,940 from Hampshire Power Energy. The reserves exceed the minimum requirement of 35%-40%.
* Payables – The payables list was reviewed. G. Thompson made a motion, and it was seconded by B. Cairns, to approve the payables. The motion carried with all in favor.

Vacancies:

There are three vacancies. The State mandated process for screening tenants remains cumbersome.

Next Meeting:

Tuesday, February 9, 2021, at 6:00 PM.

There being no further business, B. Cairns adjourned the meeting at 6:65 PM.

Respectfully Submitted,

Roger Tyler