**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**November 10, 2020**

**Virtual Meeting**

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:

None

Meeting Minutes:

The Minutes of the meeting of October 13, 2020 were reviewed. B. Cairns made a motion, and it was seconded by M. Hammon, to approve the Minutes. The motion carried with all in favor.

Use of the Community Room:

Per DHCD guidelines, LHA community rooms are restricted to 8 people per 1,000 SF or 25 people, whichever is less. Under these guidelines the community room can accommodate 4 people at the same time. The Board reviewed the updated DHCD Guidelines dated October 19, 2020. There was a discussion of whether the community room should be closed and the effectiveness of portable air filters.

Director’s Report:

The Board reviewed the Director’s report.

Budget Certification - The FY budget ending 12/31/20 includes a $13,048 reimbursement for COVID 19 related expenses. This reimbursement is a slight increase from the $12,960 amount reported in the October 13, 2020 Minutes. Housing authorities were also awarded $10,000 in capital improvement funds for COVID 19 related safety improvements including technology upgrades. All funds must be used by December 31, 2020. I. Frontiero reported that the receipt of these funds requires the Board to certify the budget to show this increased subsidy. The Board reviewed the Operating Subsidy Calculation “ANUEL” (Allowable Non-Utility Expense Level). B. Cairns made a motion, and it was seconded by G. Thompson, to certify the Operating Subsidy Calculation “ANUEL” as presented. The motion carried with all in favor.

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Faster Internet for the Office – Goes live on November 13th and paid for through the COVID 19 capital improvement/technology fund.

Hampshire Power Energy Agreement – I. Frontiero reported the receipt of a $24,000 one-time payout which will be added to the reserves.

* Paving Project (MOD #092043) – The contractor was unable to complete all punch list work and will return in the spring.
* Electric Panel Project (MOD #092050) – The project is on hold until the spring due to the approach of cold weather.
* Walkway Paving Project (MOD # pending) – RCAT to advertise.
* Exterior Entry Door Project (MOD #092051) – The project is on hold until the spring due to the approach of cold weather and the unexpected death of the owner of the door company.
* Lighting Repairs/Replacement Project (MOD #092052) – Completed.
* Heat Detector Replacement Project (MOD #092053) – Bid are being solicited to replace the original devices and add missing devices. Brian discovered that the newer devices in the community building are not compliant and these will be replaced.
* Gutter Cleaning Project (MOD #092054) – Completed.
* Water Meter Valve Replacement Project (MOD #092055) – Completed.

Financial Review:

* Financial – The operating income and expense report for October was not available.
* Payables – The payables list was reviewed. G. Cooper made a motion, and it was seconded by G. Thompson, to approve the payables. The motion carried with all in favor.

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Vacancies:

There are two vacancies with a third vacancy coming soon. The State mandated process for screening tenants remains cumbersome.

Next Meeting:

Tuesday, December 8, 2020, at 6:00 PM.

There being no further business, G. Thompson adjourned the meeting at 6:55 PM.

Respectfully Submitted,

Roger Tyler