**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**April 11, 2017**

Present:

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

Call to Order:

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

Meeting Minutes:

The Minutes of the meeting of March 21, 2017 were discussed. G. Cooper made a motion, and

it was seconded by M. Hammon, to approve the Minutes. The motion carried with all in favor.

The Minutes of the meeting of December 13, 2016 were discussed. B. Cairns made

a motion, and it was seconded by R. Tyler, to approve the Minutes. The motion carried with

all in favor.

Tenant Concerns:

* No tenants were in attendance.

Director’s Report:

* Min Splits Wall Mounted T-Stat Update – The replacement project is completed with sustainability funds of $42,000 being obtained. The O&M documents have the incorrect addresses on the registrations. Brian is working to correct this.
* 2016 Recertification Audit – The Management Performance Review (MPR) noted several concerns. (1) low level of reserves. The State is requiring a reserve amount based on 20% of expenses and currently the reserve balance is approximately 3%, (2) lack of a pickup truck, (3) issues with tenant recertification dates and notices of rent changes going back to 2014 and (4) tenant recertification letters missing from the files. I. Frontiero responded to questions raised by Gudyer-Hurly CPA and is waiting on a response expected in May.
* Work Order System – The State is requiring that a work order and tenant management system be purchased.
* Laundry Income – Brian will increase the vend price on the dryers once he locates the parts.
* Vacancies – There are no vacancies.

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Board Membership:

* G. Cooper will run for the 5 year term to be vacated by B. Cairns and B. Cairns will fill the 1 year State appointed position. At its May 9th meeting the housing authority will vote to recommend the appointment to the Board of Selectmen who would then approve the appointment.
* Banking Paperwork – G. Cooper and R. Tyler need to fill out the signature cards.

Financial Review:

* Financial – The operating income and expenses as of March 31, 2017 were reviewed.
* Payables – The payables were presented and approved.

New Business:

* Community Preservation Funds – G. Cooper reported that a total of $12,147 is earmarked for the housing authority. The funds must be spent on “fixed” projects that are bolted down.
* Volunteering – G. Cooper reported that a number of area businesses including Cell Signaling offer employee volunteer days. This would be a great opportunity to get small projects done. G. Cooper will have the housing authority added to the list of volunteers at Cell Signaling and I. Frontiero will prepare a list of projects.
* Mandatory Board Member Training – The mandatory on line training is required per the DCHD and must be completed by Monday, June 19, 2017.

Next Meeting:

Tuesday, May 9, 2017 at 6:00 PM.

There being no further business, M. Hammon motioned, and it was seconded by R. Tyler, to adjourn the meeting. The meeting was adjourned at 7:05 PM.

Respectfully Submitted,

Roger Tyler