**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**February 8, 2022**

**Virtual Meeting**

Call to Order:

The meeting was called to order by M. Hammon at 6:05 PM.

Present:

Greg Cooper, Margot Hammon, Gordon Thompson, Roger Tyler, Susan Elliot and Irene Frontiero (Director). Also in attendance was Jennifer Milne, CPA of the accounting firm of Milne, Shaw & Robillard, P.C.

Absent:

None

Year End Certifications:

The Board reviewed the December 31, 2021 year-end financial report, including the receivables, the Fiscal Year End Certification of Preparer and Executive Director, the Certification of Top 5 Compensation Form, the year end 2021 Federal Lead Paint Compliance Certification and the Director’s new salary. M. Hammon made a motion, and it was seconded by G. Thompson, to approve the December 31, 2021 year-end financial report and the 2021 Year End Certifications. The motion carried with all in favor.

FY 2022 Budget Review:

J. Milne presented the proposed 2022 budget. She reported a 4% increase in the ANUEL (Allowable Non-Utility Expense Level) for 2022. The budgeted income for 2022 increased by $556 over the 2021 budget. The budgeted water line item increased by $8,000 due to a continued increase in the rate and usage. The budgeted FY 2022 projected maximum reserve of 35.08% is above the DHCD guideline of 35% – 40%.

Following a question and answer period, G. Thompson made a motion, and it was seconded by M. Hammon, to approve the FY 2022 budget effective January 1, 2022, as presented by J. Milne. The motion carried with all in favor.

J. Milne exits the meeting at 6:40 PM.

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Meeting Minutes:

The Minutes of the meeting of January 11, 2022 were reviewed. Discussion centered on the overall communication amongst the Board and I. Frontiero with respect to the current landscape practice. A motion was made and seconded to delete the paragraph below Communications and replace it with – **The Board and I. Frontiero continued to explore ways to improve the current landscape practice**. S. Elliot made a motion, and it was seconded by M. Hammon, to approve the Minutes as modified. The motion carried with all in favor.

Tenant Concerns:

Landscape Practice – S. Elliot will meet with I. Frontiero and Brian to explore ways to improve the current landscape practice.

Director’s Report:

* R. Tyler Returning Board Member – I. Frontiero welcomed R. Tyler back to the Board. R. Tyler is the State appointed Board Member whose term will expire on May 19, 2025.
* Paving Project (MOD #092043) – Vaillencourt Landscaping will complete the punch list this spring at a cost of $3,070.
* Windowsill Replacement Project (#092046) – Kolodziej Construction to provide a start date.
* Electric Panel Project (MOD #092050) – I. Frontiero will follow up with the State for an update.
* Exterior Entry Door Project (MOD #092051) – The blank plates were ordered.
* Bathroom Sink Replacement (MOD #092060) – In the design phase.

Nomination and Voting-In of Officers:

The following Board Members accepted their nomination as Officers:

* S. Thompson – Chair
* M. Hammon – Vice Chair
* R. Tyler – Treasurer/Secretary

Upon a motion duly made and second, the above slate of Board Members was voted in as officers. The motion carried with all in favor.

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Financial review:

* Financial – The operating income and expense report for December 2021 was approved as previously noted.
* Payables – the payables list was reviewed. M. Hammon made a motion, and it was seconded by G. Cooper, to approve the payables. The motion carried with all in favor.

Vacancies:

There are two vacancies.

Next meeting:

Tuesday, March 8, 2022

There being no further business, G. Thompson adjourned the meeting at 7:22 PM

Respectfully Submitted,

Roger Tyler