**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**March 8, 2022**

Call to Order:

The meeting was called to order by M. Hammon at 6:07 PM.

Present:

Greg Cooper, Margot Hammon, Gordon Thompson, Roger Tyler, Susan Elliot and Irene Frontiero (Director).

Absent:

None

Meeting Minutes:

The Minutes of the meeting of February 8, 2022 were discussed. M. Hammon made a motion, and it was seconded by G. Cooper, to approve the Minutes. The motion carried.

Tenant Concerns:

A total of four tenants were in attendance.

Washer/Dryer – Only one of the two sets of washer/dryers is working. I. Frontiero responded that the equipment is old, but she will push to get the equipment back into service.

Tenant Certification – In response to a question regarding the tenant certification process, I Frontiero explained the process for tenant certification and recertification.

Director’s Report:

* Face Masks – The mandate for wearing face masks in the community hall was lifted.
* Grounds Maintenance Meeting – S. Elliot met with Brian and I. Frontiero to identify and discuss potential improvements to the grounds maintenance program. The plan is to look at cost savings while improving quality and sustainability.
* Paving Project (MOD #092043) – Vaillancourt 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 followed up with the State which is waiting to hear back from National Grid.

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* Exterior Entry Door Project (MOD #092051) – The blank plates were installed, but a few miscellaneous punch list items remain before the project is closed out.
* Bathroom Sink/Faucet Replacement (MOD #092060) – The project remains in the design phase. A total of thirty-five bathroom sinks and faucets are scheduled to be replaced.

Financial review:

* Financial – The operating income and expense report for February 2022 was not available.
* Payables – the payables list was reviewed. G. Cooper made a motion, and it was seconded by S. Elliott, to approve the payables. The motion carried with all in favor.

Old Business:

* Grounds Maintenance – S. Elliot reported that from her experience there could be cost savings in the grounds maintenance expense while improving the overall quality and sustainability of the grounds. I. Frontiero will provide the existing grounds maintenance scope of work for the Board to review along with the current budget.

Vacancies:

There are two rent ready vacancies.

Next meeting:

Tuesday, April 12, 2022

There being no further business, G. Cooper adjourned the meeting at 7:06 PM

Respectfully Submitted,

Roger Tyler