**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**November 14, 2017**

Present:

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

Call to Order:

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

Tenant Concerns:

* The tenant in apartment #1 was not in attendance but she was represented by a friend and other tenants who spoke on her behalf. Her complaint centered on a no heat call that started on Friday night, November 10th. The tenant reported the issue by calling the office telephone number rather than calling the posted 24 hour emergency telephone number. Brian was not notified of the no heat issue until Saturday, November 11th at about 8:15 PM when he responded to a call placed by the Essex Police Dept. to the 24 hour emergency number. Brian spoke with the Essex Police detective and Brian arrived at apartment #1 at about 9:15 PM. Brian notified I. Frontiero. Brian told the tenant that the HVAC service company would fix the problem on Monday, November 13th. He reported that there were (2) sources of electric heat and the apartment was at 74 degrees. The heating system had still not been repaired as of Tuesday, November 14th although the HVAC tech is scheduled for Wednesday, November 15th at 8:00 AM. Supplemental electric heat is working. The issues raised by the friend and tenants were:

1. Lack of response by EHA to the initial no heat call – likely due to emergency number not being called.
2. Failure of HVAC contractor to respond timely to a no heat call.

* Several tenants raised the issue with the poor condition of windows, rotting doors and cleaning of the common areas/windows. I. Frontiero reported that a potential CPA grant might repair some of the window and door problems next year.

Nomination of G. Cooper to the CPA Committee:

B. Cairns made a motion, and it was seconded by R. Tyler, to nominate G. Cooper to serve on the CPA Committee. The motion carried with all in favor.

Meeting Minutes:

The Minutes of the meeting of October 10, 2017 were discussed. G. Cooper made a motion,

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

favor.

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Approval of the 2018 Capital Plan:

The five year capital plan involves four projects for 2018 – (1) paving which includes tree removal and replacement of crabapple and linden trees, (2) replacement of six hot water heaters, (3) exterior painting of building #5 and (4) replacement of fire alarm beacons. Once approved, these projects will be submitted to the State for FISH numbers.

B. Cairns made a motion, and it was seconded by G. Cooper, to approve the five year, EHA fiscal year 2018 Capital Improvement Project (CIP) budget. The motion carried with all in favor.

Director’s Report:

* Truck Purchase – DHCD has approved the purchase of a truck with a plow package which must be purchased by the end of the year to be included in the FY 2018 funding. Three bids were reviewed with Danvers Ford submitting the lowest bid of $36,132.00. After market items such as a bed liner and upgraded tires will be funded by EHA. The purchase is pending the activation of the town’s fleet number. B. Cairns will reach out to Brendan Zubricki to have him activate this number. Having a town fleet number will reduce the cost of the truck and plow package.
* Annual Apartment Inspections – Completed on November 14th. I. Frontiero will prepare a matrix showing the needed repairs in each apartment.
* Window Sills Asbestos Testing – These masonry sills were tested by Enviro-Safe Engineering. They tested positive and I. Frontiero will seek Compliance Reserve funds to replace them.
* Apartment #26 Electric Issue – No issues were noted by Manchester Electric when the panel and circuits were tested.
* Vacancies – There are two vacancies.

Lead law Compliance:

The Board reviewed the Federal and State lead laws as they pertain to EHA. I. Frontiero reported that she provides the proper compliance and certification forms to each new tenant. B Cairns made a motion, and it was seconded by G. Cooper, certifying that EHA is in compliance with both the Federal and State lead laws. The motion carried with all in favor.

Financial Review:

* Financial – The operating income and expenses reports through October 30, 2017 were not available.
* Payables – The payables were presented and approved.

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Next Meeting:

Tuesday, December 12, 2017, at 6:00PM

There being no further business, B. Cairns motioned, and it was seconded by R. Tyler, to adjourn the meeting. The meeting was adjourned at 7:55 PM.

Respectfully Submitted,

Roger Tyler