

MIDDLEBOROUGH HOUSING AUTHORITY
Board of Commissioner's Meeting
Wednesday February 19, 2020

Present: Thomas White, Stephen McKinnon, Veronica Haywood, Nancy Thomas
Absent: Robert Eatherton
Also Present: Josephine Ruthwicz

The Chairman called the meeting to order at 4:30 pm in the community room of the Janice C. Parent Community Center, 8 Benton Street, Middleboro.

MINUTES:

The minutes of the Regular Session meeting of 1/22/20 were reviewed.

MOTION: To approve the 1/22/20 regular session minutes, as submitted.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-1 Ms. Thomas Abstained

FINANCIAL REPORTS:

The fiscal year 2019 financial statements were reviewed showing reserves of \$135,715 for the 400-1 program, \$577,341 for 667-3, \$130,887 for 689-1, \$5,301 for MRVP and \$159,776 for Section 8. The account payable checks were reviewed and signed. The credit adjustments to tenants' accounts receivables for 2020 is \$1,184.

EXECUTIVE DIRECTOR'S REPORT

Vacancies- Archer Court-2; Riverview-3; Nemasket-1; Section 8-1.

Electric car- the lease on this vehicle expires in August. The town has purchased their electric vehicles at the end of the lease for a cost of \$24,000. The fee accountant does not believe it is cost effective to purchase the vehicle. An additional concern is the cost of \$4,000 for the battery replacement if we purchased the car. The average cost to employees at \$0.45/mile is less than \$1,000 per year but does not account to wear & tear of their personal vehicle. The Board would like to review additional options such as new vehicle lease.

FYE19 certifications were submitted to DHCD 2/3/20

Health & Safety Award- we received notification today that we have been awarded \$14,400 to replace windows at Archer Court. These funds must be spent by 6/30/20

Resident Services Coordinator grant – we are hearing DHCD will be awarding by the end of February.

Elimination of Fossil Fuels- DHCD wants us to begin eliminating using any fossil fuel. To that end, we have begun removing gas stoves from 667-1. We have received an estimate of \$2,500 per unit to upgrade the electric capacity at both 667-2 and 667-3. We have begun conversations with the Gas & Electric Department regarding replacing the heating oil system at Archer Court with electric heat pump systems.

Affordable Housing - Water St Crossing – in recertification process now Star Mill –recerts in process; no vacancies Nemasket River Landing – Three mortgages have been signed Residences at Nemasket River- Three mortgages have closed and 3 more are in process Woodlands- we received a public records request on the lottery for this property held in 2017.

Chap 235 update - 1) CHAMP wait list – we now have 3,560 on wait list, 370 are elderly, 596 are non-elderly and 2,594 are family applicants. Since 1/1/20 we have sent letters to 211 applicants. 66 (32%) have responded, only 4 (6%) have completed the update and of those 2 have been housed. The Board would like a letter sent to our senators & representatives regarding the fact that no local applicants or veterans are being housed. 2) RCAT- is helping us with the Capital Plan revisions as the cost estimates for 2 projects are approximately triple what DHCD anticipated. 3) Annual Plan- DHCD will be making program changes such as grievance policy requirements, income inclusions/exclusions and possibly rent determinations. Until that is finalized, we cannot do the annual 4)PMR DHCD will be here 2/26/20 for a pre-PMR review

MAINTENANCE REPORT

The Maintenance report for January was presented. The Board requested clarification as the completed work orders (132) were less than the total work orders (134).

OLD BUSINESS

CPA projects – The low bidder for the 120 Sproat & 11 Park Street roof project was JJS Universal Construction from Dudley MA at \$28,900. TBA Architects & the Director checked references & performance with several

organizations. As this project came in under budget, there will be \$21,279 left in CPA funds. The Director will ask the Community Development Committee at their 3/9/20 meeting to allow these funds to be used for the fascia & soffit work that was to be funded by MHA. If the request is approved, then we will add those funds to the trim & siding project-FISH #182063

MOTION: To award the roof replacement contract for 120 Sproat & 11 Park Streets to JJS Universal Construction Company from Dudley MA at a cost \$28,900. .

By: Stephen McKinnon Second By: Nancy Thomas VOTE: 4-0-0

Creative Place Making grant – At the last Creative Space meeting, the consultant asked “what makes you (the residents) happy” and to use their responses to incorporate into the grant - this will be discussed at the next meeting 3/12/20. The local YMCA has offered to donate a treadmill, recumbent bicycle and weights for the exercise room. We are unable to apply for grants from Rockland Trust, Bridgewater Savings Bank, the Cultural Council or the United Way at this time as funds must be spent by 6/30/21 but construction of this project, if awarded, would not be able to begin until 7/1/21. Therefore we will apply for those grants next year. TBA Architects also attended the grant meeting and will provide a concept design and price estimate for the application. They are confident that the addition can be built within the grant parameters. A draft of the application will be presented to the BOC at their March meeting; the application is due April 15th.

MOTION: To approve and authorize the Director to submit a Creative Place making grant to DHCD for the construction of an addition to the north side of the Nemasket Community building.

By: Stephen McKinnon Second By: Nancy Thomas VOTE: 4-0-0

HUD Financial Health letter – The Director had a conference call with HUD Boston, HUD DC and our accountant on 1/23/20. Our accountant, Rich Conlon, feels strongly that the \$325,000 deficit in net restricted assets is directly related to the IRS classifications for the GASB health insurance and retirement set asides. Mr. Conlon has provided HUD with this documentation. Mr. Conlon & HUD continue to discuss this matter.

NEW BUSINESS

PILOT – Mr. Conlon has completed the calculations for the Payment in Lieu of Taxes (PILOT) for the 200-1 and 689-1 developments.

MOTION: To authorize the PILOT payment to the Town in the amount of \$1,008 for the 200-1 development and \$862.72 for the 689-1 development

By: Nancy Thomas Second By: Stephen McKinnon VOTE: 4-0-0

Conflict of Interest Certification –The Town Clerk forwarded the Conflict of Interest summary and certification form for all board members and staff to review and sign

Policy Review– The following polices were reviewed: CORI, Damage, Screen, Appearance before Board, Candle and Code of Conduct. The Chiminea Policy was also discussed - as fire pits and chimineas are not allowed per the Fire Department, the Director felt that this policy should be rescinded

MOTION: To rescind and no longer allow chimineas on MHA property

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 4-0-0

MOTION: To approve the CORI, Damage, Screen, Appearance before the Board, Candle and Code of Conduct Polices as presented

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 4-0-0

The next meeting is scheduled for 3/18/20

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:37 PM

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 4-0-0

Respectfully Submitted:

Josephine A Ruthwicz, Secretary/Executive Director

Stephen McKinnon, BOC Vice Chairman

List of Documents and Other Exhibits Used By The Body At The Meeting:

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|--------------------|------------------------------|-----------------------|---------------|
| 1. 1/22/20 minutes | 2. Financial Reports | 3. Maintenance report | 4. TBA letter |
| 5. PILOT | 6. Conflict of Interest Info | 7. Policies | |