

MIDDLEBOROUGH HOUSING AUTHORITY

Board of Commissioner's Meeting

Wednesday June 24, 2020

Present: Thomas White, Stephen McKinnon, Veronica Haywood, Nancy Thomas, Robert Eatherton
Absent: None
Also Present: Josephine Ruthwicz

The Chairman called the meeting to order at 4:15 pm, this was a remote Zoom meeting due to the coronavirus pandemic. Mr. White & Ms. Thomas attended the meeting via phone call with all others via an internet connection with both audio & video. For this reason all votes will be by roll call vote.

The April election was postponed until June 20th due to the coronavirus. The members congratulated Ms. Haywood on her re-election to the board.

MINUTES:

The minutes of the Regular Session meeting of 2/19/20 were reviewed.

MOTION: To approve the 2/19/20 regular session minutes, as submitted.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

FINANCIAL REPORTS:

The financial statements through 5/31/20 were reviewed showing significant loss of rent, partially due to the virus eviction moratorium and loss of jobs due to the economy shutdown. The account payable warrants since the last meeting were submitted for the Board to review. While the remote meetings continue, Ms. Thomas asked that we continue to receive these. The credit adjustments to tenants' accounts receivables for 2020 is \$1,351. The CD at Bridgewater Savings Bank matures 8/24/20. Rates are about 0.3% at all local banks

MOTION: To authorize the Director to roll-over the 667-3 Certificate of Deposit at Bridgewater Savings Bank

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Vacancies- Archer Court-0; Riverview-0; Nemasket-1; Section 8-3.

The Director shared an email with the Board from an Archer Court tenant who was very appreciative of the all the work MHA staff has been doing to help protect the tenants during the pandemic. She is also appreciative of the contests to brighten tenants' days and especially of the grocery store gift card she received as a contest winner
FY20 budget was submitted to DHCD several times but finally accepted in April- DHCD continues to request 667-3 information including the budget even though this development is now managed by MassHousing
Resident Services Coordinator grant – We received this grant and have signed an MOU with OCES. The 3 year grant is \$30,000 a year for salary and \$10,000 for services. OCES has hired Lizzie Monaghan to assist the elderly residents at both developments. She is contacting all Nemasket residents & will start on Riverview next week.

DLI Wages – Maintenance staff received their annual raises as of April 1st

Data Plan – The Director's data plan with Verizon has increased to \$50 per month. The data plan allows her to receive emails on her phone & be in contact with the office if needed 24/7

MOTION: To authorize payment of \$50 per month for the Director's Verizon cell phone data plan.

By: Nancy Thomas Second By: Veronica Haywood VOTE: 5-0-0

Letter to Legislators- As requested, a letter was sent to our legislators regarding the new CHAMP wait list and that we are no longer assisting local veterans or residents. Senator Pacheco's office responded that that was not the intent of the legislation. Due to the pandemic, the wait list has not been the focus of legislators.

Section 8 subsidy – At this time HUD is only paying 80.5% of HAP. Total HAP owed for 2020 is \$10,000

Affordable Housing - Water St Crossing – all recerts completed and has been invoiced Star Mill –recerts in process Nemasket River Landing – Three mortgages have been signed with 2 in process; Residences at Nemasket River- Four mortgages have closed and 4 more are in process

MAINTENANCE REPORT

The Maintenance reports for February-May were presented.

OLD BUSINESS

CPA projects – The re-shingling of the 11 Park & 120 Sproat Street roofs was completed by JJS Construction in March. As this project came in under budget, there will be \$10,797 left in CPA funds. The Director will ask the Community Preservation Committee at their next meeting to allow these funds to be used for the fascia & soffit work that was to be funded by MHA. The FY21 CPA funds on the town meeting warrant tomorrow night will be to replace shingles on the 7 Frank & 8 Hale roofs

Electric car- The lease on this vehicle expires in July. The cost to purchase the vehicle is \$24,000. The fee accountant does not believe it is cost effective to purchase the vehicle.

MOTION: To return and not purchase the electric Chevy Bolt at the end of the lease.

By: Nancy Thomas Second By: Stephen McKinnon VOTE: 5-0-0

Health & Safety Awards- Both H & S awards are to replace windows at Archer Court. The \$14,400 grant expires 8/31 and most windows have already been purchased; the \$23,600 grant expires 12/31. Due to the coronavirus we have not been able to enter these units safely. If tenants are agreeable, we ask them to vacate while we measure the windows & clean & sanitize all touched surfaces when leaving

Creative Place Making grant – The grant was submitted in April & DHCD hopes to award in July. Thirty five LHAs applied for the \$5million available with a max grant award of \$500,000.

NEW BUSINESS

Coronavirus update– Waivers and/or relaxed requirements have been needed for applicants & tenants including recerts, inspections, longer deadlines, eviction moratorium, no increase in rents, etc. More waivers are coming, possibly through the end of the year. A notice that waivers are in effect must be in files for auditors to see. An update of coronavirus safety protocols was provided to the board – these include sanitizing of common areas, use of Ultra Violet light bag for checks, mail set aside for 24 hours, use of masks & gloves by staff & recommended for all who enter common areas. Additionally, notices are delivered to all tenants regarding any state or federal updates ie stimulus checks not included as income, eviction moratorium, enhanced unemployment. All tenants are contacted bi-weekly to determine if any residents have contracted the coronavirus - We have had no positive tests to date

MOTION: To authorize waivers as recommended by HUD & DHCD during the coronavirus pandemic.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Section 8 – Local Work Preference- HUD has issued a notice 12/16/19 rescinding the local preference if an applicant works in the community.

MOTION: To rescind and no longer allow applicants who work in town to receive a local preference

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Contract for Financial Assistance (CFA) – We received the CFA in the amount of \$184,512 for the FY23 Formula Funding and the Health & Safety Grant.

MOTION: To authorize the Chair to sign the CFA Amendment #10 in the amount of \$184, 512

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Disposal of Property- We have 3 refrigerators & 8 stoves that are no longer operational

MOTION: To dispose of 3 refrigerators & 8 stoves and sell for scrap metal with funds to be deposited in the Revolving Fund account.

By: Stephen McKinnon Second By: Nancy Thomas VOTE: 5-0-0

Section 8 Admin Plan – Clarification of the repayment agreement language was made

MOTION: To approve the revised repayment schedule language in the Section 8 Admin Plan as presented

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Community Preservation Committee (CPC) Re-appointment Ms. Ruthwicz' term expires 6/30/20

MOTION: To reappoint Josephine Ruthwicz for a 3 year term as the Housing Authority representative on the Community Preservation Committee

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Nemasket Construction Projects – The low bid for the Apron Extension Project was Sandstone Construction of Marion at \$121,230 to install concrete aprons at the fronts of 120 & 140 Sproat Street, 8 Hale Ave, 21, 23, 25 & 30 Maddigan Way & at the rear of all buildings. The architect, Waterford Deign Group & DHCD have reviewed & approved the bid documents. The 667-1 insulation, siding & trim project is out to bid now with bids due 7/8; this project will not begin until after the apron project is completed.

MOTION: To approve and authorize the Chair to sign a contract with Sandstone Construction in the amount of \$121,300 to extend the patios on the fronts of the 7 remaining buildings and the rear of all buildings at

Nemasket

By: Stephen McKinnon Second By: Robert Eatherton VOTE: 5-0-0

Performance Monitoring Review (PMR) – On 3/10/20 the PMR was conducted remotely due to the coronavirus. We received Operational Guidance because they believed 2 Board members had not completed training. The Director submitted a response letter with documentation showing that all members had completed training in 2018 or 2019. On 5/15/20, we received certifications that both members are now listed as completing the required training

Annual Plan (AP) – This is a new requirement of the Chapter 235 legislation. The AP includes the Capital Plan, Budget, Maintenance Plan & Schedule plus all policies. All info must be presented to the tenants for review with a 45 day comment period. After the Board approves the AP, it must be submitted to DHCD 3 months prior to the end of the fiscal year. The comment period will begin 8/8/20 with BOC meeting 9/23/20 and submittal by 10/1/20

Riverview –Mass Housing – We still are receiving conflicting information regarding state management of the Section 8 New Construction properties. DHCD issued Interim Guidance 2/21/20 stating that we must submit budget & Operating Statements to them as well as capital improvements and use of reserve funds. On 6/10 we were also told that they have oversight to the HUD EIV systems and certifications. On 6/10 we were also told that Mass Housing will require 2020 recerts to be completed otherwise HUD will not pay the HAP- we had been told in March by DHCD that we did not have to complete 2020 recerts. We are now in the process of completing recerts which are due 7/1. In April we requested a rent increase from MassHousing. The paperwork was resubmitted 6/11 but we have not received a response yet.

Policy Review– The following polices were reviewed: Fair Housing, Language Access, Air Conditioner, Energy, Key, Outdoor Yard, Major Appliance, Noise and Parking.

MOTION: To approve the Fair Housing, Language Access, Energy, Key, Outdoor Yard, Major Appliance, Noise, Parking policies as presented and the Air Conditioner policy as amended

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 5-0-0

Other

Ms. Haywood mentioned that we would be able to follow social distancing protocols if the Board met in person in the Riverview Community Room with each member sitting at a separate table. Ms. Ruthwicz stated that DHCD will not allow any CBs to open as of yet mainly due to the elderly population being the most vulnerable to the coronavirus. Additionally, as this is a public meeting, any one must be allowed to attend which, if many people chose to attend, we then may not be able to follow social distancing protocols. Also, the Town does not allow any in-person meetings as of yet. It was decided to revisit this option when we need to schedule another Board meeting as restrictions may be lifted by then.

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:15PM

By: Stephen McKinnon Second By: Robert Eatherton VOTE: 5-0-0

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. 2/19/20 minutes | 2. Financial Reports | 3. Maintenance report |
| 4. Legislator's letter & response | 5. Creative Place grant app | 5. Coronavirus update info |
| 6. CFA Admt #10 | 7. Section 8 Admin Plan | 8. PMR 9. Policies |