

MIDDLEBOROUGH HOUSING AUTHORITY
Board of Commissioners' Regular Meeting Minutes
Community Room, 8 Benton St., Middleboro, MA
Wednesday, May 17, 2023

Present: Nancy Thomas, Joseph Mandile, Scott Bernard, Veronica Haywood
Absent: None
Also Present: Executive Director Maria Angel Medeiros

The meeting was called to order at 4:00 PM. The meeting began with the Pledge of Allegiance.

TENANT INPUT

Three tenants offered comments.

MINUTES

The minutes of the Regular Meeting of 4/19/2023 and the Special Meeting of 4/27/2023 were reviewed.

MOTION: To approve the Regular and Special Meeting minutes as presented.

BY: Ms. Haywood Second BY: Mr. Bernard

VOTE: 4-0-0

FINANCIAL REPORTS

The financial statements through February 28, 2023 and March 31, 2023, were reviewed. Write-offs were reviewed.

MOTION: To approve writing off the amounts of \$14,020. These represent overpayments by HUD.

BY: Mr. Bernard Second BY: Ms. Haywood

VOTE: 4-0-0

MAINTENANCE REPORT for May 2023 was reviewed.

EXECUTIVE DIRECTOR REPORT

New parking lines were painted on Spencer Street.

Meet and Greet at Nemasket on April 3, 2023 went well.

Vacancies Section 8 (3) Lease up for 5/23; (4) Issuance of vouchers; (2) Searching @148vouchers. Riverview (1) anticipated in May.

OLD BUSINESS

FY23 Budget

MOTION: To approve the FY23 budget "as it stands."

BY: Ms. Haywood NO SECOND

Motion failed.

Chair Thomas asked about the added truck with a plow. Ms. Medeiros explained that the MHA spent \$50,000 on an outside contractor for snow removal and wants to have snow removal done in-house by staff. Vice Chair Mandile asked her how much of the snow removal the maintenance staff performs if they do not have equipment. She confirmed with Maintenance Supervisor Dave Fongeallaz that they have snow blowers but not a sander/salter. Mr. Mandile would like to understand more about snow removal. Ms. Medeiros said she would set up a meeting with the Maintenance Supervisor, herself and Mr. Mandile so he can get a better understanding of why the trucks are needed and report back to the Board. The current contract would cover sanding and salting.

Mr. Mandile requested the Fee Accountant go over the budget at the next Board meeting as he and Mr. Bernard are new to the Board. Chair Thomas suggested a Special Meeting be scheduled before the June Regular meeting to review the FY23 Budget with the accountant.

MOTION: To table the budget to a Special Meeting. Ms. Haywood stated she would like a vote on the budget tonight.

BY: Mr. Mandile

Second BY: Mr. Bernard

VOTE: 3-1(Ms. Haywood)-0

Board Training with Driscoll & Driscoll will be conducting a training session on June 17th from 8:30 AM to 12:30 PM in the lower level meeting room of the public library. Ms. Medeiros will supply coffee and muffins. She will be forwarding an email received from Jonathan Driscoll stating that each Commissioner can e-mail six questions in advance to him. Chair Thomas stated that this needs a Board vote because it involves an expenditure of monies.

MOTION: To approve a Board training session with Driscoll & Driscoll for the sum of \$1,795.00.

BY: Mr. Mandile

Second BY: Ms. Haywood.

VOTE: 4-0-0

Riverview Building Project Chair Thomas asked about the status of the Riverview Building Project. Ms. Medeiros stated she had a meeting with Justin Humphreys from TBA, who is looking into nonslip material for the project. She stated that the storage unit in the original plan that would need to be reviewed by the Conservation Commission was removed from the plan. The maintenance staff can put something together. Meanwhile, the back and side stairways and garage doors on the Community Building are being updated.

Archer Court Sustainability Project The roof at Archer Court is a schematic design and Ms. Medeiros will continue to update the Board on the progress. BLW was awarded the contract for the Oil Furnace Sustainability and is waiting for the acceptance letter.

NEW BUSINESS

Representative to Community Preservation Committee

Chair Thomas stated a Board member needs to be appointed to the Community Preservation Committee as the Housing Authority's statutory representative to fill the vacancy left by the previous Commissioner. Mr. Mandile stated he is willing to do it.

MOTION: To appoint Mr. Mandile to the CPC.

BY: Ms. Haywood

Second BY: Mr. Bernard

VOTE: 4-0-0

Answering Service

Ms. Medeiros is recommending the MHA have an answering service in place for out-of-hours emergency calls. The answering service will e-mail the assigned contact people as well as call the MHA emergency number with the message from the resident calling in a work order. Mr. Mandile had several questions. He would like to know if there is a contract and if so, could Ms. Medeiros send it to the Board. She stated she would find out and follow up with the Board. Hold for the next Board meeting.

Administrative Fee

Ms. Medeiros requested a Board vote on applying for an Administrative Fee for the Creative Place project at Nemasket.

MOTION: To apply for an Administrative Fee on the Creative Place project.

BY: Mr. Mandile

Second BY: Ms. Haywood

VOTE: 4-0-0

Section 8 Administrative Plan

Ms. Medeiros presented a proposed amendment to the Section 8 Administrative Plan but provided no context as to what comes before and after it in the Plan. She will supply the Board with additions and/or revisions so the Board can see it the context.

Action Items

Mr. Mandile requested the Executive Director send the Board job descriptions along with the changed ones and what the raises were for the past three years for staff.

ADJOURNMENT

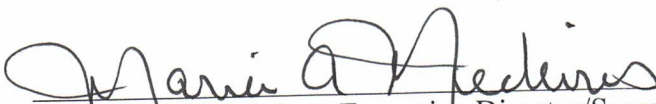
MOTION: To adjourn the Regular Meeting. The meeting was adjourned at 5:55 PM.

BY: Mr. Mandile Second BY: Mr. Bernard

VOTE: 4-0-0

Respectfully Submitted:

For the Board of Commissioners:



Maria Angel Medeiros, Executive Director/Secretary



Joseph Mandile, Vice Chair

List of Documents Used at the Meeting

1. FINANCIALS

- February 28, 2023
- March 31, 2023

2. MINUTES:

- April 19, 2023, Regular Meeting
- April 27, 2023, Special Meeting

3. FY 2023 Budget

4. Mass Housing Audit- Riverview 10/20/2022

Department of Housing and Community Development (DHCD) Performance Management Review (PMR) 4/12/2023