

MEETING MINUTES
ROCKPORT HOUSING AUTHORITY
Board Meeting – May 9, 2019 at 6:00 PM

CALL TO ORDER

Jonathan Ring (chairman) called to the meeting to order.

ROLL CALL

Jonathan Ring (Chairman), John Knowlton, Paula Murphy (Vice-Chair), Bethany Brosnan (Treasurer) & Leigh Perry Duda (Exec. Dir)

TENANT PARTICIPATION:

Thank Leigh and Billy for the fire alarm situation a couple weeks prior. Both staff were here while alarms were off. Lightening had struck the housing authority. Everything taken care of well by RHA.

APPROVAL OF MINUTES:

April 11, 2019 – Regular Meeting

Chairman Ring comments that they are very thorough. Chairman Ring makes a motion to accept the meeting minutes from April. Ms. Murphy seconds the motion. No further discussion. All board members in favor of the approval of minutes.

TREASURER'S REPORT:

April 2019 – Chairman has a question about insurance. RHA is charged quarterly. Mr. Knowlton asks about why the electric bill is so high. The Executive Director explained that all of Millbrook Park is on electric heat and hot water. The board also questioned why building 13 is so high and mentioned that the laundry facilities are in the main building. The board asked about the cost of each wash and dry cycle (\$1.50/each). Washers run a ½ hour per cycle and an hour for dryer. The board would like us to investigate if that covers the cost of doing laundry. May need to cost adjustment. Board reports that the laundromat close by charges \$3.50 for wash (regular size) and \$0.25 for 5 minutes dryer (equals \$3.00/per hour dry). Board reports that the cost has not been raised in a long time. Executive Director asks about going up gradually so tenants do not get hit all at once. Another board member mentions that the water bills are high as well. Executive Director suggests \$2.00/wash and \$2.00/dry. Executive Director to talk to Maintenance about updating the coin payment. Chairman Ring makes a motion to accept the treasurer's report and Ms. Murphy seconds the motion. All board members in favor of approving Treasurers Report.

CPC Report:

Ms. Brosnan reports that they are still going through applications.

NEW BUSINESS:

1. Locks – outside spigots (KF) – The Board would like RHA to look in to locking the spigots up at Kitefield Road to limit use as we have some extremely high water bills for the amount of tenants living in the apartments. Executive Director and Maintenance Supervisor to investigate options and cost. Board would like to move forward with it. The Chairman makes a motion to authorize the RHA personnel to look in to the cost of spigots and get back to the Chairman and Treasurer

to get said cost report and make a decision regarding the installation of spigot locks. Ms. Brosnan seconds the motion. Entire board in favor of motion.

2. Tenant Safety Meeting with Officer Lesch – 5/22/2019 @ 3:00PM – Executive Director scheduled a safety meeting with Officer Lesch to go over tips on how to remain safe, File of Life, etc. In addition, the Executive Director created a new form to have tenant's keep (3) emergency contacts on file with RHA in case the RHA needs to reach out to someone on the tenant behalf.
3. State Appointed Board Member Update – Senators Office gave us support to see Suzanne Terry Blake as the state appointee. Letter of recommendation from Senator Tarr's Office went to the Governor's office. The Governor's office did send information over to Suzanne to get her to sign off on a Mass CORI check, and other background paperwork. Chairman Ring, "Things are moving in the right direction."

DIRECTOR'S REPORT:

1. Vacancies – (2) vacancies as of May 2019- CHAMP lists have been pulled and the Executive Director is hoping to have these leased up by the middle of June. One that is as a result of a medical transfer and one is almost ready to go. No vacancies at Kitefield.
2. Tenant Accounts Receivables – we have (1) tenant at Millbrook that has not paid rent and will be going to court in June. We still have (1) resident withholding rent but the problem should be resolved in May.
3. MPHA Certification Update – Financial Elements & Maintenance Modernization – The Executive Director has (2) remaining classes to complete for the certification. They are scheduled for Friday, May 24th in Plymouth. The Board gave the Executive Director permission to take the next round of these classes in about 6 months.
4. Pump Station – determined that where the pipe is was approved by the plumbing inspector. Talked to the construction manager and they should be coming to put in a fence and remove rocks and cap buried up at Kitefield. Maintenance will lay pavers over the gas line once fence is installed. RHA will also have the engineer/construction manager look at the shed as it there are some issues now since rocks were resting on the shed. To be continued.

Meeting Adjourn: Chairman puts forth a motion to go in to Executive Session to discuss some legal matters. Ms. Brosnan seconded the motion. All board members in favor.