

MEETING MINUTES
ROCKPORT HOUSING AUTHORITY
Board Meeting – June 13, 2019

CALL TO ORDER:

Chairman Ring called the meeting to order.

ROLL CALL:

In attendance: Jonathan Ring (Chair), John Knowlton, Bethany Brosnan (Treasurer), Terry Byrne, Leigh Perry Duda (Exec Dir/Secretary)

TENANT PARTICIPATION:

No tenants attended the meeting.

APPROVAL OF MINUTES: May 9, 2019 – Regular Meeting *

Chairman made a motion to approve minutes. Ms. Brosnan seconds the motion. All board members in favor of approving the Meeting Minutes.

TREASURER'S REPORT: May 2019 *

Chairman Ring asks about \$17,000 for Town of Rockport (Quarterly Water Bills). No other questions. Chairman made motion to approve the minutes. Ms. Brosnan seconds the motion. All board members in favor of approving the Treasurer's Report.

CPC UPDATE:

Meet next week and will be working on reviewing projects. Executive Director asked Ms. Brosnan to inquire about items that RHA might qualify for potential roofs or lighting up at Kitefield Road.

NEW BUSINESS:

- o State Appointed Board Member Update – Ms. Suzanne Terry Blake was approved and is in the process of getting sworn in.
- o Increased Formula Funding FY2021/FY2022 – Update and information included in board packet
- o GoSection8/Section 8 Admin Plan Amendment – Board voted to approve the new GoSection8 website to manage the waitlist (priority & preferences) for Section 8 based on the RHA Admin Plan. New System is easier for applicants and housing authorities to use. Ms. Byrne puts forth a motion to approve the new Go Section 8 amendment and Ms. Brosnan seconds the motion. Mr. Knowlton, Ms. Brosnan and Ms. Byrne vote in favor. No opposition. Chairman Ring abstains from voting but will sign off on the change. Fee is just over \$300 every 6 months based on the number of vouchers that RHA Manages. Ms. Byrne makes a motion to approve the Go Section 8 Fee and Ms. Brosnan seconds that. All board members in favor.
- o New Policy – No Car Wash, No Pools, No Trampolines, No Playground Equipment * - There is already a policy voted in by the Board regarding no car washing but the Executive Director is recommending an addition to the policy of no pools, no trampolines and no playground equipment based concerns regarding increased water bills and liability. Chairman makes a motion

to add a new policy in addition to “no car washing on campus, no pools, no car washing and no playground equipment in any location on the Rockport Housing Authority premises effective immediately.” All board members in favor of the new/amended policy.

- Elections – Board Officers – Chairman, Vice-Chair & Treasurer – postponed until a full board in attendance since we have two new board members. Anticipated for July 2019 meeting. Chairman puts forth a motion to postpone until next board meeting. Mr. Knowlton seconds the motion. All board members in favor of postponing.
- Pump Station Update – Executive Director reports that we are making slow progress. Currently the Executive Director is awaiting a change order so that the fence can be installed and any rocks removed from the fill area. RHA will install pavers around the gas pipe according to the engineering plans in order to save dollars.
- Budget FY20 * - Executive Director asks Board to look at budget in regards to necessary adjustments regarding staffing. Budget was reviewed by former Executive Director and Fee Accountant and that there needs to be an adjustment. The former Executive Director suggested changing the Maintenance Worker position back to part time as originally budgeted. Executive Director proposed if this change were to occur that the Board make it effective September 1 in order to give the staff member enough notice. Medical benefits, pension, pro-rated time off will still apply at the part time status. Ms. Brosnan gave the history of the position and it was a part time position until approximately 4-5 years ago. Ms. Brosnan reports that the Board worked to get the budget to have the position be full time due to a high number of turnovers, etc. Ms. Brosnan also states that with the number of units that RHA manages, the authority only qualifies for a full time supervisor and part time worker. Ms. Brosnan reports that staffing for RHA was originally 1 Full Time Executive Director, 1 Part Time Administrative Assistant, 1 Full Time Section 8, 1 Full Time Maintenance Supervisor and 1 Part Time Maintenance Worker. Ms. Brosnan makes a motion to adjust the 2nd maintenance person down to part time as of September 1, 2019 in order to give the staff member enough notice. Ms. Byrne seconds the motion. All board members in favor.
- Laundry Cost * - At the Board’s request during the May 2019 meeting, the Executive Director spoke with the maintenance supervisor and reviewed invoices and the current \$1.50 per load of wash and \$1.50 per load of drying is not covering the costs. Executive Director expresses concern about going up to much even though it has been over 10 years since there was an increase. Ms. Brosnan expresses that this is less than half of what the local laundromats charge. The Executive Director proposed that RHA charge \$2.00 per wash and \$2.00 per dry based so that tenants can adjust and then revisit again in a year or two. Ms. Bryne makes a motion to increase the cost of \$2.00 per load of wash and dry effective 7/15/2019. Ms. Brosnan seconds the motion. All board members in favor of the increase. Ms. Byrne did ask if we have a maintenance contract on the machines. The Executive Director said at this point with our maintenance supervisor that we are able to keep RHA costs lower at this point.
- Discussion about Voting Location near Millbrook/Kitefield – Chairman Ring reports that he reached out to Patricia Brown to find out about voting locations and what is the protocol in asking for a change. Ms. Brown did respond and said this all goes through the Board of Selectman and asked what Chairman Ring had in mind. The Chairman noted that what he had in mind was possibly swapping locations for precinct 2 and 3. RHA is precinct 2 which votes at St. Mary’s and precinct 3 votes at the Community House. Chairman Ring states that at the current time he does not have any recommendations but he is planning to compose a letter to present to the board to possibly pass along to the Board of Selectman.

- July 5th (Friday) * - Executive Director proposes to the Board that they consider closing the office on Friday, July 5th since it is normally a ½ day for staff. The Board asks about having a maintenance person to cover in case of an emergency. Ms. Byrne puts forth a motion to close to the office on July 5th. Chairman Ring seconds the motion. No further discussion. All board members in favor.

DIRECTOR'S REPORT

- Vacancies – We have (2) vacancies this month. We have (2) new tenants signing leases tomorrow (6/14/2019) to move in to our vacant apartments in building 11 and 17. We have (2) upcoming vacancies for July. Wait lists have been pulled for upcoming openings.
- Tenant Accounts Receivables – We have one resident that is now on a repayment agreement and one that is still going on regarding building 15. State is aware.
- Other Management Items:
 - a. Board member asks about timing on the exterior lights at Millbrook Park. The lights go on around 4:30pm as determined by RHA. They are LED lights and the cost is minimal. In the case that there is bad weather and dark skies, the lights are on to make sure that it isn't too dark for tenants.
 - b. With (2) new board members, Executive Director to send out board training information.

ADJOURNMENT* - Chairman Ring puts forth a motion to adjourn meeting. Ms. Byrne seconds the motion.

****Board Action Recommended***