

MEETING MINUTES
ROCKPORT HOUSING AUTHORITY
Board Meeting – July 18, 2019 @ 5:30pm

CALL TO ORDER: Ms. Brosnan called the meeting to order.

ROLL CALL: John Knowlton, Bethany Brosnan, Suzanne Terry Blake, and Jonathan Ring.
Absent: Theresa Byrne

TENANT PARTICIPATION:

No tenants attended

APPROVAL OF MEETING MINUTES: July 11, 2019*

The Chairman made one correction to the meeting minutes from July 11, 2019 and that was to note that in the Motion to accept the new board positions for 2019-2020 as Jonathan Ring (Chair), Theresa Byrne (Vice Chair) and Bethany Brosnan (Treasurer) was first motion by Jonathan Ring and second motion was Theresa Byrne. All remaining board members in favor of approving the minutes.

NEW BUSINESS:

1. Pump Station Update – Change Order * - Ms. Duda updates the board on the status of the pump station. Ms. Duda explains that the change order for updating the fence around the propane tanks and regrading/removal of rocks & old pump station cap on the hill on June 14. Ms. Duda had discussed with the engineer that it would go to the board for approval on July 11, 2019. While Ms. Duda was on vacation, Williamson (contractor) came back and installed a fence the first week of July. Ms. Duda recommends signing off on the change order. RHA still has not made the final payment due to work not being completed satisfactorily. RHA is scheduling a meeting with the contractor & engineer to discuss updating the fence, rock removal, etc. RHA maintenance team will install pavers over the propane pipe to save RHA the money. RHA will have the contractor also look at the shed regarding potential damage. Change order is retroactive because Williamson did work before we had board approval. Ms. Duda said we still have final approval at job completion before job is paid. Ms. Brosnan asks RHA to report to DHCD. Ms. Duda lets the board know that it has already been reported to the engineer working with DHCD. Chairman Ring puts forth a motion to approve the pump station change order. Mr. Knowlton seconds the motion. All board members in favor.
2. RCAT Contract Renewal * - Ms. Duda states that the contract proposed is what RHA the system that RHA already has in place and would just renew the services provided. Ms. Duda explains that the RCAT helps with capital jobs from \$10,000-\$50,000. Chairman Ring makes a motion to approve the RCAT contract. Ms. Brosnan seconds the motion. All board members in favor.
3. Board Meeting – August 8th – Board decides to postpone meeting to August 15th since the Executive Director will not be available on August 8th. Chairman Ring makes a motion to postpone the August meeting to Thursday, August 15th and Ms. Brosnan seconds the motion.

DIRECTOR'S REPORT:

1. Other Management Items – Ms. Duda reports that she went to a HUD/EIV Training in Boston on July 16 & 17 and it was productive and she was able to make some new contacts within the Section 8 world.
2. Offline apartment – No new updates but information was provided to the necessary parties. Ms. Duda to follow up on Tuesday to see if there are any additional updates. DHCD is handling the situation directly. Ms. Duda reports that she did speak with the attorney working on this last week and there were not any updates at that time. Ms. Duda did report that the former tenant has requested to meet with the board and we reiterated that all requests have to be in writing and RHA has not received any additional information. Ms. Duda states that the apartment is available for viewing/inspection at any time and has been.
3. New Board Members ask about Wait List system. Ms. Duda explains how our list has grown exponentially since the state moved to the CHAMP centralized waitlist. Ms. Duda explains that the system automatically sorts by priority/preference (local being Rockport, veteran, homeless, etc.) Ms. Duda also explains how we have a “handicapped” percentage for the state. Ms. Duda explains how 667 housing works with elderly versus handicapped status. Tenants can only be in one category at a time. RHA does see handicapped tenants that get to 60 and then the states sees them as elderly and not counting toward the handicap percentage (13%).
4. Chairman Ring asks how many undocumented immigrants have applied for housing. Ms. Duda responds that to her knowledge there is not a way to pull this. With the Section 8 Waitlist system, at initial application only asks for the head of household information and number of household members. However, when the applicant names come to the top of the list all necessary paperwork has to be presented.

ADJOURNMENT* - Chairman Ring puts forth a motion to adjourn. Mr. Knowlton seconds it. All board members in favor of adjourning.