



Manchester Housing Authority, Inc.

Post Office Box 608

Manchester-by-the-Sea, Massachusetts 01944-0608

Tel: (978) 526-1850

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MHA MINUTES OF BOARD MEETING OF MARCH 17, 2021

Location: On-Line Meeting-Join by Computer or Tablet:

<https://global.gotomeeting.com/join/310457621>

Access Code: 310-457-621#

March 17, 2021 Meeting of the Manchester Housing Authority Called to Order 3:30 P.M

Roll Call: Present: Gretchen Wood - Chairman, John Kenney, Beth Heisey, Elaine Persons, Nancy Hammond, and Irene Frontiero - Executive Director Absent: 0

- The Minutes of the regular February 17, 2021. Beth motioned to approve them as presented and the motion was seconded by Elaine; vote was all in favor 4-0.
- Vote to approve monthly disbursement, Beth motioned to approve the disbursements and John. seconded the motion, vote all in favor 5-0
- Tenant Concerns, A tenant in attendance remarked that residents are not calling in workorders anymore because they do not get done and did not want to discuss it further at this time. The tenant also voiced a concern for the maintenance man that has to work during the night on snow removal. No other comments were made.
- The Annual Plan & Capital Improvement Plan was presented to the Board for reviewed and approval no comments were made by the public. Beth motioned to approve the Annual Plan and CIP as presented, John seconded the motion, the board vote was all in favor 5-0.

Questions related to the Plan on Revenue Income were asked.

- What is Other Income? Revenue from Laundry.
- What is Non-Dwelling Rent? Meals on Wheels monthly rental of the Hall
- What does the fuel expense consist of? Loading Place Rd. vacant unit for heating fuel.
- What caused the large increase in Expenditures from the Approved Expense Budget and the Actual Amount Spent?
 - a. Depreciation costs of \$207,302.00 is in the Actual Amount Spent and is not in the Approved Expense Budget.
 - b. The Budget Line-item Extraordinary Expense will cause a loss in the budget, if non-budgeted expense has incurred or an expense that is over the amount budgeted. These items are related to:
 - Snow Removal, vacant unit turn over, hallway cleaning, Eviction costs, Bathroom repairs, Plumbing repairs, hot water heater replacements.
- What happens when our expenses are over our revenues? The money comes out of the Reserves. Unless it is due to a loss in Revenue subsidy may be increased to cover a loss. In this case the Actual Expenditure are less then the Budgeted amount by \$5811.00 once Depreciation is taken out of the equation, and this amount will come out of Revenue.
- Do we have a Rent Collection Policy? Yes, there is one in place without a ratification. date, and it will be presented at the next Board meeting for review and ratification.
- The Personnel Policy is old and should be review and updated.



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- Survey results from 2018 were reviewed by the Board and the main concern was that there is not enough maintenance personnel or hours to keep up with maintenance needs. This information on this deficiency was reported to DHCD.
 - The Office Hours did not print out completely. There may not have been enough space.
- b. The Contract for Financial Assistance (CFA) was represented for Board approval, Beth motion to approve and accept the CFA, and Elaine seconded the motion for approval, Vote was all in favor 5-0.
- c. John mentioned that the Cricket ran an article that implied the MHA units were run down and maybe Town own. Gretchen noted that there is another article coming out that will go deeper into the explanation of why the MHA Board and MAHT Board are working together to create more affordable housing.

Meeting ended. Beth motioned to adjourn the meeting at 4:17, and Elaine seconded the motion. Vote all in favor, 5-0.

Next meeting of the Executive Board will be held on April 21, 2021.

Signature: Irene Frontiero