

Swansea Housing Authority - Board of Commissioners Meeting February 15, 2022

Members Present:

Connie Desbiens, Manager
Wayne Gray, Chairman
Ronald Silvia
Will Crocker
Matthew Beane
Richard Ryan

1. Pledge of Allegiance

Members recited the Pledge of Allegiance.

2. Roll Call

Ronald Silvia- here, Will Crocker- here, Richard Ryan- here, Wayne Gray - here

3. Call Open Meeting to Order

Mr. Silvia called the meeting to order at 5:01 PM

Matthew Beane entered the meeting at 5:03 PM

4. Approval of Minutes of January 11, 2022

Richard Ryan motioned to accept the regular minutes of January 11, 2022 as presented, seconded by Will Crocker, and so voted by majority with one abstain by Wayne Gray.

6. Bills submitted January 2022

Ms. Desbiens presented January's check register to the Board.

Richard Ryan motioned to accept the bills as presented, seconded by Will Crocker and so voted unanimously.

The Board initialed the check register.

7. Manager's Report – followed by discussion

A. Maintenance – There is one new vacancy (A5) and one (c5) that is still waiting to be filled. There is a federal vacancy (Walnut Street). There is a car port to take down at Walnut Street and the house needs a new roof. Ms. Desbiens will be doing a move-out inspection on Thursday to see what needs to be done for the next occupants. She will also be completing inspections of the other 4 Federal properties next week. Inspections at Martin Court will be done in the next few weeks as well. Ms. Desbiens plans to complete two buildings at a time so she can spend time with each tenant to discuss the concerns of the Fire Department.

B. Capital Plan – Ms. Desbiens will be meeting with Greg from RCAT to discuss assessment needs that can be included in the next State Plan. The Housing Authority will receive additional Formula Funding dollars from the State ARPA funds. The amount is unknown at this time. Ms. Desbiens stated that they may look at fixing the outside doors.

C. Board Training – The Board members are due for both the Ethic Certification and on-line Ethic Training. Ms. Desbiens stated that the links were sent in the last email with the agenda.

D. Martin Court Septic – The engineer will be here on Thursday to begin the assessment. They will pump it first and develop a plan after inspection.

E. AUP Audit – The report was completed. There were 3 small issues. The maintenance labor budget was overspent due to Manny's L&I rate was increased by \$2.00 per hour. There was an accounting adjustment to be made due to GASB (retirement/insurance liability) which needs to be tied into the balance sheet. An adjusting entry was made to rectify the issue. The Pet Savings Account balance did not agree with the bank statement due to the fact that a deposit was made after the year end and was not picked up by the fee accountant. This issue has also been fixed.

F. PMR/CHAMP Review – The final report was sent to the Board with no findings. In CHAMP, we scored 23 out of 4, the 4th being a typo from AM to PM.

G. Food Distribution Program – There is a program is called Rescuing Leftover Cuisine. It is a food bank program out of Boston. They would come once a month. Ms. Desbiens would like to trial it with non-perishables starting on the 17th. It is free to all tenants.

With no questions regarding the Managers Report:

Matthew Beane motioned to accept the Manager's report, seconded by Richard Ryan and so voted unanimously.

8. New Business:

a. Further discussion of Manager's Report

No further discussion

b. Approval of any further details – Septic at Martin Court

The engineer is coming Thursday.

c. Review of following policies: Investment, Rent Re-certification Information, Capitalization and Credit Cards

Capitalization Policy – The policy was presented to the Board. This is set by the State. The Board had no questions regarding the policy.

Credit Card Policy – At this time Ms. Desbiens uses her own credit card for purchases. She would like to look into getting Swansea and Dartmouth each their own card. The Board had no questions regarding the policy.

Investment Policy – Part A of this policy is going to be removed since it is not used. The policy was made by state auditors and this part does not pertain to the Housing Authority. The Board had no questions regarding the policy.

Rent Recertification Information Policy – This policy has not changed and explains what is needed from tenants during recertification. The Board had no questions regarding the policy.

Matthew Beane motioned to approve all policies as read with changes discussed, seconded by William Crocker and so voted unanimously.

d. Any new business legally brought before the Board

Grievance Policy – Letters were sent to Richard Rego and Susan Taveira asking them to respond by March 1st.

Swansea Housing Authority Handbook – This handbook is given to all new tenants and it provides information that they need to know. It has been updated with a few changes. During inspections Ms.

Desbiens will provide all tenants with a new copy and have a sheet initialed stating that they received it.

Swansea Housing Authority Personnel Policies (rules and regulations for employees) FMLA/SFMLA—employees are entitled to use time for Family medical leave (they can be paid and unpaid). The State and Housing Authorities adopted these policies.

The Board will review for the next meeting.

The Town Planner has asked Matthew Beane to see if anyone would like to be the Housing Authority representative for the Comprehensive Plan Committee. He stated if no one else wanted to do it that he is willing to be the representative.

8. Old Business

a. Any old business legally brought before the Board

No report

9. Tenant Input

Will Crocker informed the Board of several tenant concerns.

Tenants were wondering if COVID tests were being provided to seniors. Ms. Desbiens stated that she was unsure, except for the tests that are available to be mailed to you through the post office.

There are emergency lights that are making a loud humming noise. Ms. Desbiens stated that she will look into this and she is also still looking into the laundry situation.

10. Next meeting date: March 8, 2022

11. Adjournment of Meeting

Matthew Beane motioned to adjourn at 5:44 PM, seconded by William Crocker and so voted unanimously.

Respectfully Submitted,

Katelyn Marchand

Minutes Clerk

Documents Referenced:

January 11, 2022 meeting minutes

January check registers/bills

Investment Policy

Rent Recertification Information Policy

Capitalization Policy

Credit Card Policy

AUP Audit

PMR / CHAMP

Approved: 3/8/2022