

## **Swansea Housing Authority - Board of Commissioners Meeting March 8, 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, Matthew Beane - here, Wayne Gray - here

### **3. Call Open Meeting to Order**

Mr. Silvia called the meeting to order at 5:00 PM

### **4. Approval of Minutes of February 8, 2022**

Matthew Beane motioned to accept the regular minutes of February 8, 2022 as presented, seconded by Richard Ryan, and so voted unanimously.

### **6. Bills submitted February 2022**

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

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

The Board initialed the check register.

### **7. Manager's Report – followed by discussion**

A. Maintenance – There still is one new vacancy (A5) that is almost completed. Ms. Desliénos completed the walkthrough at the federal property that is vacant on Walnut Street. There is a lot of work to be done at that property. They were able to have the inmates paint the entire inside of the home, which saves a lot of money. Manny took out the drop ceiling tiles and the inmates also painted the ceiling grids that hold the tiles. He will then replace the tiles. The kitchen needs to be replaced and the flooring. They are looking at a cost of around \$12,000, which was a large savings to what it would have cost. These costs are being written against the balance of the sale of the houses.

B. Capital Plan – The outside doors are being put into the plan. The architect from DHCD will be at the property Thursday for a work order. Then it can go out to bid.

C. Martin Court Septic – The engineer completed testing and it looks better than they thought. A couple of vents do need to be replaced. The State will be taken care of this cost.

D. Labor and Industries Rate - Manny will be getting an \$0.84 per hour raise effective 4/1/22. His new pay rate will be \$32.37 per hour.

E. Food Distribution Program - The initial two weeks have been going well so far. They bring fresh breads and pastries from Panera. Ms. Desbiens will reevaluate at the end of the month. She does not want to see it be wasted food if people are not taking it. She initially signed up for four weeks to trial it. Also, the food sharing program has started up again. They come and put a table in the common space for residents to take items.

F. COVID Tests Kits - The State sent test kits to distribute to the residents. There is 3 kits per household. Ms. Desbiens will distribute during inspections.

G. Inspections - Two buildings are being done each week. So far there has been no real issues. The hallways have been good and Connie has been showing the residents how the Fire Department would like their belongings organized.

H. Financials - Financially, everything is going well. The Housing Authority is in good shape. All areas have high reserves.

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 CY2022 Operating Fund Report

This is not needed. No discussion was necessary.

c. Review of following policies: Personnel and Tenant Handbook

Personnel Policy - The Board reviewed the policy and had no questions.

Tenant Handbook - Ronald Silvia questioned vaping. He did not see it in the smoking section. Ms.

Desbiens stated that it might be in another section but she will add it to this one as well since it should be there.

Matthew Beane motioned to approve both the Personnel Policy and the Tenant Handbook with changes discussed, seconded by William Crocker and so voted unanimously.

d. Any new business legally brought before the Board

Ms. Desbiens looked into the humming emergency lights and it seems to be the batteries. They are looking into new ones.

A replacement for Ms. Desbiens was hired and she will be starting on July 1st. She will be working Dartmouth only at this time. Connie will still be working until December and they will evaluate what will happen next for Swansea. She will speak to the Fee Accountant to see what is best.

## **8. Old Business**

a. Any old business legally brought before the Board

No report

## **9. Tenant Input**

Will Crocker asked if the Swansea Mall housing will be State or Private. It will be private. He also asked since additional freezers are not allowed, is there an exception to small ones. Connie stated that they are not allowed.

**10. Next meeting date:** April 12, 2022

## **11. Adjournment of Meeting**

Matthew Beane motioned to adjourn at 5:30 PM, seconded by William Crocker and so voted unanimously.

Respectfully Submitted,  
Katelyn Marchand  
Minutes Clerk

Documents Referenced:

February 8, 2022 meeting minutes

February check registers/bills

Manager's Report

Swansea Housing Authority Personnel Policy and Tenant Handbook