

## **Minutes of the Regular Meeting of the Southwick Housing Authority - 15 August 2007.**

The regular meeting of the Southwick Housing Authority for the month of August 2007 was called to order by the Vice Chairman at 7:05 PM, 15 August 2007 in the activity room of the Depot Court project, 12 Depot Street, Southwick, MA. The Vice Chairman welcomed Ms. Karen Reed as a new board member and introduced her to the authority members.

### **1. ROLL CALL:**

Members Present Members Absent

JEFFREY L. GURNEY, Vice Chairman ROBERT K. JOHNSON, Chairman &  
SYLVAIN P. THIBAUT, Member State Member

JOAN M. HAGAN, Treasurer

KAREN F. REED, Member

HENRY C. ENGELHARDT III, Exec. Dir.

### **2. MINUTES:**

The minutes of the Regular meeting held on 20 June 2007 were distributed to the members. After review, it was moved by Ms. Hagan and seconded by Mr. Thibault that the minutes be accepted as presented. Passed unanimously. The minutes of the Special meeting held on 29 June 2007 were distributed to the members. After review, it was moved by Ms. Hagan and seconded by Mr. Thibault that the minutes be accepted as presented. Passed unanimously. The minutes of the Joint Selectmen/Housing Authority meeting held on 23 July 2007 were distributed to the members. After review, it was moved by Ms. Hagan and seconded by Mr. Thibault that the minutes be accepted as presented. Passed unanimously.

### **3. BILLS AND COMMUNICATIONS:**

Correspondence that had been received and dispatched since the previous meeting was discussed. The FY 07 year-end financial statements with reconciled bank statements for all projects were mailed to the members prior to the meeting. Vouchers for the payment of bills were approved by the chairman and the checks were signed by the Treasurer.

### **4. REPORT OF THE EXECUTIVE DIRECTOR:**

The executive director reported one vacancy at Depot Court. That apartment is one that will undergo roll-in shower renovations and will remain vacant until completed.

### **5. REPORTS OF COMMITTEES: None**

### **6. UNFINISHED BUSINESS:**

The roof project remains on temporary hold. The membrane is complete, but the application of shingles and metal roof edging must wait until the architect revises the plan to show replacement of all shingles. This was complicated by unexpected conditions found in the plywood under the shingles. The plywood was laid in overlapping strips both vertically and horizontally that make it unsuitable for nailing the composite shingles chosen for the project. After an inspection by the roofer, the architect, the executive director, and the DHCD state inspector the architect was asked to make design revisions

that would include stripping off the old shingles and plywood strips, installing new 1/2 inch fir plywood to provide a smooth continuous surface, installing flashing & building paper, and covering the areas with 50 year asphalt shingles. The contract had recently been increased by \$214,500.00 to cover the cost of shingling. The roofer, architect, and DHCD state inspector agreed that the change in materials and method of installation could be accomplished for the same price. Although the cost of materials would be much lower, the cost of labor to perform the alternative installation would greatly increase. At the present time we are waiting for DHCD approval for the change. The family housing lead paint removal project continues to progress and is in the design stage. It will now include the replacement of the asbestos siding at the house at 48 Birchwood Road. The project will include \$55,000.00 from the housing portion of available CPC for window replacements at 2 Babb Rd, 46 Birchwood Rd, and 48 Birchwood Rd. The use of the CPC funds has now leveraged \$216,859.00 in state funds supplied by DHCD. The Chairman brought up the matter of meeting times at the last regular meeting. It was decided to hold off consideration of this item until the next meeting. The firm contract with the firm of Bardaglio, Hart, and Schuman, LLC to perform any necessary audits for Ahrend Circle has been executed. Earlier in the day a representative from that office visited the project and performed the annual tenant records check. The Subsidy agreement that was prepared and submitted to DHCD in April was signed and returned by DHCD. This agreement is the authorization document that allows the state to pay any subsidy owed to us. The formula for a subsidy is: Non-utility budget + actual utilities cost - actual income = subsidy due.

#### 8. NEW BUSINESS:

The New budget instructions for FY 2008 were received and they allow a 12% bottom line increase, an emphasis on maintenance, and will allow for a new full time maintenance worker. The subsidy for the Ahrend Circle Apartments was held up by HUD for two months meaning that about \$32,000.00 had to be used from the reserve account for that project. The reason for the suspension of subsidy payments was that HUD had budgeted incorrectly and had temporarily run out of funds. Earlier in the day the executive director discovered that the funds had just been received at the bank. A check was prepared and signed at the meeting to transfer the money from the checking account into the reserve. A letter will be prepared to USDA to inform them of the replacement to reserve. A grant request in the amount of \$200,000.00 has been submitted to USDA for paving and energy efficient boilers at Ahrend Circle. No word from USDA as to the timing issuing the grant. We are preparing to submit the notice of intent to DHCD for a security grant for Depot Court. The grant will be in the amount of about \$150,000.00. It is intended that the system provide electronic locks and monitoring for the 19 entryways at Depot Court installed in such a manner that they will provide for HC needs. We are asking the Mr. Mazik at the Pioneer Valley Planning Commission assist in the writing of the grant. The next meeting is scheduled for 19 September 2007.

8. ADJOURNMENT: There being no further business before the Authority, the Vice Chairperson adjourned the meeting at 7:50 PM, 15 August 2007.

Respectfully submitted, HENRY C. ENGELHARDT III, PHM, Secretary