

ESSEX HOUSING AUTHORITY

16 MAIN STREET

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November 16, 2015

Present: Janice Atkeson, Dawn Boulanger, RoseMary Willis, David Gephard, Rick Stebbins, and Tammy Mesite, Maria DeMarco.

Absent:

### **Called to Order**

Meeting was called to order at 3:58 p.m. by board chair, Janice Atkeson.

### **Approval of Minutes**

Minutes from the September 2015 meeting were approved as written.

### **Residents**

David Gephard reported that a few residents have stated that the leaves should be picked up. The final leaf pickup will be when the final leaf falls. He also reported that there seems to be a resident that keeps her sons dog, which is too big for the property and she already has a dog. So the number of the animals is above policy. This will be addressed now in a formal manner. He also stated that sometimes there is still illegal parking going on.

### **Financials**

Financials were reviewed and discussed. The management plan aka budget for 2016 was reviewed and discussed and passed as written.

### **Management Report**

Management reported the fact that all public housings will be going nonsmoking. Great we are ahead of the item. Also reported that the property is in very good shape. Very well managed and maintained.

**Manager's Report was read and discussed.**

### **Old Business**

*Grant application* – The small cities grant for EHA, town hall is waiting for a final contract to arrive. A timeline for the start date is still unknown at this time. Septic tanks will not be pumped at this time due to the renovations that will take place on them. An invoice from Harry Cole sent to the town hall was discussed and will be handled. It is believed that the kitchens will take place first with the septic renovations being done in the spring.

### *New Development*

EEAH for Essex Place – Ground breaking successfully took place on Wednesday October 28, 2015. Completion will take a year and a half or two years. Actual breaking of ground is still not yet known. The 501C3 has been reinstated. Discussed in great length was the procedure of the applications for Essex Place. Should and will the current residents get first option to move? It was agreed by the EHA Board that they should have first option if they qualify. The remaining applications could be put in to a lottery or be treated on a first come first serve basis. Both will be discussed and voted on by the board of EEAH.

### **New Business**

A Cleaning deposit was discussed. It was decided that at the annual inspections an invoice will be generated if items are in bad shape vs a cleaning deposit, if the item is not corrected by a certain date that is given. Most elderly cannot afford an upfront charge upon moving in. The standard replacement/cleaning list will be sent out again. It was previously sent out but not enforced.

**NEXT MEETING is January 18, 2016 at 4PM.**

**Regular Meeting was Adjourned at 4:51pm.**

**Motions and Votes for Regular Meeting**

**November 16, 2015**

*Motion: To Approve the Minutes as written from the September 2015 board meeting*

Motioned: David Gephard

Seconded: Dawn Boulanger

Voted: All in favor

*Motion: To Accept the financials from October, 2015*

Motioned: David Gephard

Seconded: Rick Stebbins

Voted: All in favor

*Motion: To approve the Management Plan for 2016 as written*

Motioned: Dawn Boulanger

Seconded: David Gephard

Voted: All in favor

*Motion: To Adjourn meeting at 5:05pm*

Motioned: Rick Stebbins

Seconded: Dawn Boulanger

Voted: All in favor

Respectfully submitted by Tammy S. Mesite 11-18-15