

*Acushnet Housing Authority
23 Main St – Presidential Terrace
Acushnet MA 02743
Regular Meeting December 20, 2023*

The meeting opened at 9:03 a.m. with Chairman Rene Racine presiding.

The following were present:

Mr. Racine
Mr. Gomes
Ms. von Jess
Mr. Brown (absent)
Mr. Smith

Others Present: Lynn Berube, Nancy Ludwig, Mike Cioper, Sandy Lygren, Kim Crow

Review and vote on the minutes of the previous regular meeting held on November 15, 2023

The minutes for the November 15, 2023, meeting were approved. A motion was made by Mr. Gomes and seconded by Mr. Smith. The vote was unanimous.

Bills and Communication:

A motion was made by Mr. Gomes and seconded by Mr. Smith to accept the November 2023 warrant. The vote was unanimous.

Board Vote on the 2023 Fiscal Year Budget

Mr. Gomes moved that the proposed Operating Budget for State-Aided Housing of the Acushnet Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 6/30/24 showing total revenue of \$417,166. (Acct. No. 3000) and total expenses of \$406,397. (Acct. No. 4000) thereby requesting a subsidy of \$84,841. (Acct. No. 3801), and further that the Executive Director's total annual salary of \$67,444. For the fiscal year ending 6/30/24 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Smith seconded the motion, which, upon rollcall, was passed by a vote of 4 to 0. The vote was unanimous.

Mr. Gomes moved that the proposed Operating Budget for State-Aided Housing of the Acushnet Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 689 for fiscal year ending 6/30/24 showing total revenue of \$32,923. (Acct. No. 3000) and total expenses of \$29,351. (Acct. No. 4000) thereby requesting a subsidy of \$0. (Acct. No. 3801), and further that the Executive Director's total annual salary of \$67,444. For the fiscal year ending 6/30/24 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Smith seconded the motion, which, upon rollcall, was passed by a vote of 4 to 0. The vote was unanimous.

Directors Report

Vacancies- All apartments are filled

Board Certified Classes- There will be a website online stating which classes are needed for each board member

Apartment Inspections- Apartment inspections will be starting in the upcoming month.

Tenant Recertification- Rent recertifications have started and will be finished by January 31, 2024

Board Vote to do home inspections- A board vote was taken acknowledging and agreeing to do home visits before leasing new tenants. Ms.von Jess made a motion to pass and Mr. Smith seconded the motion. The vote was unanimous.

New Business

Vote on Contract for Fenton and Ewald

The board voted to renew the contract with Fenton and Ewald for accounting services for fy July 2023 to June 30, 2024, with monetary fees of 854.00 paid per month. A motion was made by Mr. Smith to accept the contract renewal and seconded by Ms.von Jess. The vote was unanimous.

Vote for a new Copy Machine

A motion was made by Mr. Smith to buy a new copy machine for the office and a service contract with CORE Business Technologies. Ms.von Jess seconded the motion. The vote was unanimous.

Vote to bank 3 weeks of Vacation Time

A motion was made by Mr. Gomes to allow up to 3 weeks of vacation time to be banked. Ms.von Jess seconded the motion. The vote was unanimous.

Old Business n/a

A motion was made by Ms.von Jess to accept the Directors Report. Mr. Gomes seconded the motion. The vote was unanimous.

Maintenance Report

Mike has been working at Garfield St. on the window project and working at the managed Swansea Housing Authority site which has many turnovers and needs a lot of updating to the occupied apartments.

Mr. Smith made a motion to accept the Maintenance report. Mr. Gomes seconded the motion. The vote was unanimous.

Tenants Comments: n/a

Next Meeting Date: January 17, 2024, 11:00am

Adjournment: The meeting was adjourned at 9:43am

Mr. Gomes made a motion to adjourn, and the motion was seconded by Ms.von Jess. The vote was unanimous.

recorded and prepared by:

Nancy Ludwig, Administrative Assistant

Lynn S. Berube

Executive Director

All Meetings can be viewed by going to the Town of Acushnet, www.acushnet.ma.us Go to public access Channel 18.

