

MERRIMAC HOUSING AUTHORITY
Minutes of the Regular Board Meeting
52 Middle Street, Merrimac, MA
Thursday, October 25, 2018 at 2:00 pm
Approved November 14, 2018

Chair, Ms. Benjamin called the meeting to order at 2:00 P.M. on October 25, 2018 in the conference room at Merri-Village, 52 Middle Street in the Town of Merrimac, Massachusetts. The following Board members were

PRESENT: Candie Benjamin
Henry Beaudoin
Richard Emery
Dianne Prunier

ABSENT: Arthur Evans

ELECTION OF OFFICERS

Upon a motion duly made by Mr. Beaudoin and seconded by Ms. Prunier to nominate Candie Benjamin for Chairman.

VOTED: To approve Candie Benjamin as Chairman, it was unanimously.

The Chairman then declared said motion carried and said vote in effect.

Upon a motion duly made by Ms. Benjamin and seconded by Mr. Emery to nominate Mr. Evans for Vice-Chairman.

VOTED: To approve Arthur Evans as Vice-Chairman, it was unanimously.

The Chairman then declared said motion carried and said vote in effect.

Upon a motion duly made by Mr. Emery and seconded by Ms. Benjamin to nominate Mr. Beaudoin for Treasurer.

VOTED: To approve Henry Beaudoin as Treasurer, it was unanimously.

The Chairman then declared said motion carried and said vote in effect.

Upon a motion duly made by Mr. Emery and seconded by Mr. Beaudoin to nominate Ms. Prunier for Vice Treasurer.

VOTED: To approve Dianne Prunier as Vice Treasurer, it was unanimously.

The Chairman then declared said motion carried and said vote in effect.

MINUTES

Upon a motion duly made by Mr. Emery and seconded by Mr. Beaudoin it was unanimously

VOTED: To approve the Minutes of the Regular Meeting of September 20, 2018 as presented.

The Chair then declared said motion carried and said vote in effect.

FINANCES

Upon a motion duly made by Mr. Beaudoin and seconded by Ms. Prunier it was unanimously

VOTED: To review and approve the checkroll/billroll check #8570-8589 for the period 9/26/2018-10/25/2018 for a total of amount of \$34,415.05 and automatic (ACH) withdrawals for September 2018 monthly debits in the amount of \$165.63 as presented.

The Chair then declared said motion carried and said vote in effect.

FINANCIAL STATEMENTS

Upon a motion duly made by Ms. Prunier and seconded by Mr. Emery it was unanimously

VOTED: To distribute and place on monthly financial statements period ending 8/31/2018 as presented.

The Chair then declared said motion carried and said vote in effect.

BUDGET FY2019

Jenna Milne, Milne, Shaw & Robillard, PC presented the FY2019 Budget. Mrs. Milne indicated that the FY2019 Budget guidelines are allowing a 4% increase of the Allowable Non-Utility Expense Level (ANUEL).

Mrs. Milne reviewed the entire Budget to include projected income revenue, Schedule of Insurance Costs, Employee Benefits Costs and Extraordinary Maintenance. Mrs. Milne indicated that utilities are always difficult to project. Mrs. Milne indicated that Executive Director reviews the financial statements monthly to assure spending is within the budget.

Mrs. Milne indicated that the authority's reserves are expected to be at 83% at fiscal year-end.

Mrs. Milne indicated that the Authority is doing well and reserves are above the DHCD required minimum.

Upon a motion duly made by Mr. Beaudoin and seconded by Mr. Emery it was unanimously

VOTED: To review and approve FY2019 Budget, 400-1 Program as presented.

The Chair then declared said motion carried and said vote in effect.

CORRESPONDENCE

DHCD PUBLIC HOUSING NOTICE 2018-18 FY2019 BUDGET GUIDELINES

PUBLIC PARTICIPATION - NONE

CAPITAL IMPROVEMENT PROGRAM

The Executive Director reviewed the CIP/FISH Project report.

OLD BUSINESS - NONE

NEW BUSINESS- NONE

Administrative Matters/Report of Executive Director

- One 1-bedroom vacancy
- New Merrimac Housing Authority website
- Discussion on change of Board meeting day effective December 2018

Upon a motion duly made by Mr. Emery and seconded by Ms. Prunier it was unanimously

VOTED: to Adjourn the meeting at 2:51 pm.

The Chair then declared said motion carried and said vote in effect.

Respectfully submitted,

Michelle Bibeau, Secretary
and Executive Director