



Manchester Housing Authority, Inc.

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MHA MINUTES OF BOARD MEETING ON JANUARY 16, 2019

Meeting Called to Order 3:30

Roll Call: Present: Gretchen Wood, , Sue Thorne, and John Kenney
Executive Director Irene Frontiero.

Absent: Beth Heisey, Nancy Hammond

Old Business:

1. APPROVAL OF MINUTES OF PREVIOUS MEETING from Regular meeting December 19, 2018

Sue motioned to approve and John second the motion, vote all in favor 3-0.

2. Board voted to award the Snow Removal Bid to the low bidder Jeffreys's Creek for 2018-2019 season. Sue motioned and john second all in favor 3-0

3. Tenant concerns were, some tenants are loud, some slam doors, the ED stats every new tenant gets a copy of the MHA noise policy and it is sent out to various tenants though out the year as needed as a reminder. Tenants are not shutting off lights at the community hall at Newport Park, they mentioned putting a sign up may help. Tenants at Newport Park state that it is dark in back of the Cheever Building The lights are not working properly. MHA will have maintenance check the lighting. There is a tenant complaining there is still smoking in her building, the tenant indicated that a police officer from Manchester will be coming to make a visit. Weather stripping was not completed on a tenant's door that requested it. The tenant will arrange with maintenance to schedule the work.

Tenants at Newport Park would like a railing from the parking area in front of Sargent down to Tappen. The ground is frozen now, maintenance will look into in spring.

1. Financials
2. Payables
3. Directors Report

Communication:

Meeting ended. Sue motioned to adjourn John seconded the motion vote all in favor. 3-0

Adjourned at 4:24 p.m.

Next meeting of the Executive Board will be held on February 20, 2019

Signature: Irene Frontiero

MANCHESTER HOUSING AUTHORITY
EXECUTIVE DIRECTORS REPORT
February 2019

Vacancy Report: 2 Vacancies – 1 The Plains 1 Newport Park

The December Financial are enclosed, we are working on a new financial system software

Board approval to write off \$ 1679.39 tenant vacated balance.

Catherine Stoner \$981.00 Death

Robert Diblin \$237.00 Death

Gardiner Wonson \$461.39 vacated

Total request of write off is \$1679.39

I am working with a collection attorney to try to recover the funds.

I have updated the MHA Grievance Policy see attached for your approval and vote. I have included a message that can be sent out to tenants in response to the request of the January meeting. Please review, feel free to change and or add to it for update.

We had the Annual Tenant meeting last week at The Plains, about 10 tenants were in attendance.

They're interest in Capital work this year are the windows at Newport Park, which we will be going out to bid on. A concern came in about some of the pavement, maintenance inspect the grounds for any safety concerns.

The Capital Plain draft for 2020 is attached for your review and approval to vote on. The window project at Newport Park is the majority of our Formula Funding for three years and there is little left to do much but tree work and inventory part for the lift station at The Plains.

I am working on a grant for exterior door replacement at all sites, also exterior common area lighting, and refrigerators we are in the waiting phase

Chris is looking into some type of railing he can put up for the slope by Sargent House and Tappen at New Port Road. Because of the frozen ground it would have to wait until spring.

MILNE, SHAW & ROBILLARD, P.C.

Certified Public Accountants/Management Consultants

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ACCOUNTANT'S COMPILATION REPORT

To Board Members
Manchester Housing Authority
Manchester, MA

To the Board of Commissioners:

We have compiled the accompanying balance sheets of the Manchester Housing Authority as of January 31, 2019 and the related statements of income and retained earnings for all programs for the seven months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide assurance that there are no material modifications that should be made to the financial statements.

The supplementary information contained in the Schedule 1 is presented for the purposes of additional analysis and is not a required part of the financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and accordingly, do not express an opinion or provide any assurance on such supplementary information.

Management has elected to omit, substantially, all of the disclosures and the statement of cash flows required by accounting principles in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Housing Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Manchester Housing Authority.

Milne, Shaw & Robillard, PC
February 25, 2019

MANCHESTER HOUSING AUTHORITY
PROGRAM - 4001
BALANCE SHEET
January 31, 2019

ASSETS

Cash		100.00
Accounts Receivable - Sec 8 Subsidy	0.00	
Accounts Receivable - Tenants	2,433.51	
Allowance for Doubtful TARs	0.00	
Accounts Receivable - Subsidy	10,000.53	
Accounts Receivable - Other Fraud	538.00	
Accounts Receivable - Other Fraud Contra	(538.00)	12,434.04
Interprogram Due From		7,000.00
Investments		74,432.98
Prepaid Insurance	11,367.94	
Inventories	200.00	
Deferred Charges - Retirement	11,130.85	
Deferred Outflow of Resources	26,527.00	49,225.79
Land	3.00	
Buildings	2,330,648.96	
Equipment - Dwelling	0.00	
Equipment - Admin/Maint	113,348.61	
Leasehold Improvements	2,106,945.43	
Accumulated Deprecation	(3,015,066.48)	
Infrastructure	0.00	
Capital Leases	0.00	1,535,879.52
TOTAL ASSETS		<u>\$1,679,072.33</u>

LIABILITIES AND SURPLUS

Tenants Security Deposits	3,833.46	
Bid Deposits	0.00	
Payroll Withholdings	0.00	
Accounts Payable - DHCD Subsidy Overpayment	0.00	
Interprogram Due To	(115,956.89)	(112,123.43)
Accrued Compensated Absences	42,167.49	
P.I.L.O.T.	741.45	
Accrued OPEB	490,930.00	
Accrued OPEB	307,199.00	
Accrued Liabilities - Other	0.00	841,037.94
Tenants Prepaid Rent	0.00	
Deferred Inflow of Resources	440,539.00	
Deferred Subsidy	20,000.00	460,539.00
Notes Payable Capital Borrowing		0.00
Notes Payable Operations Borrowing		0.00
Capital Assets Reserve, Net of Related Debt	1,535,879.52	
Prior Period Adjustments to Capital Assets Reserve	0.00	
Replacement of Equipment	0.00	
Betterments & Additions	0.00	
Depreciation	0.00	1,535,879.52
Net Assets - Restricted OPEB		(925,119.00)
Net Assets - Restricted Pension		(287,022.00)
Net Assets - Unrestricted 68.9% of Max. (includes Net Income)	208,746.26	
Prior Period Adjustment to Net Assets - Unrestricted	0.00	
Operating Receipts	252,131.05	
Operating Expenses	(294,997.01)	165,880.30
TOTAL LIABILITIES AND SURPLUS		<u>\$1,679,072.33</u>

See Accountants' Compilation Report

Manchester Housing Authority 4001
7 months ending January 31, 2019

OPERATING STATEMENT

units 84
unit months 588

Milne, Shaw & Robillard, P.C.
25-Feb-19

ACCOUNT NUMBER	CLASSIFICATION	APPROVED AMOUNT	PRO RATA BUDGET	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	ACTUAL AS FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
OPERATING RECEIPTS							
3110	SHELTER RENT - TENANT	409896	239106	241040	1934	100.81%	168856
3115	SHELTER RENT - FRAUD	0	0	1302	1302		-1302
3190	NON DWELLING RENTALS	1800	1050	1050	0	100.00%	750
3610	INTEREST ON INVESTMENTS	2100	1225	1412	187	115.25%	688
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	2400	1400	1751	351	125.05%	649
3691	OTHER REVENUE - RETAINED	5800	3383	5576	2193	164.83%	224
3801	OPERATING SUBSIDY EARNED	4423	2580	0	2580	0.00%	4423
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	426419	248744	252131	3387	101.36%	174288
ADMINISTRATIVE							
4110	ADMINISTRATION SALARIES	65360	38127	37508	619	98.38%	27852
4120	COMPENSATED ABSENCES	0	0	0	0		0
4130	LEGAL	0	0	0	0		0
4140	MEMBERS COMPENSATION	0	0	0	0		0
4150	TRAVEL AND RELATED EXPENSES	800	467	34	433	7.38%	766
4170	ACCOUNTING SERVICES	6540	3815	3300	515	86.50%	3240
4171	AUDIT COSTS	3780	2205	3600	-1395	163.27%	180
4180	PENALTIES & INTEREST	0	0	0	0		0
4190	ADMINISTRATIVE OTHER	18000	10500	14971	-4471	142.58%	3029
4100	TOTAL ADMINISTRATIVE EXPENSE	94480	55113	59414	-4301	107.80%	35066
4230	RESIDENT SERVICES	250	146	0	146	0.00%	250
UTILITIES							
4310	WATER & SEWER	45000	26250	21893	4357	83.40%	23107
4320	ELECTRICITY	40000	23333	24053	-720	103.09%	15947
4330	GAS	50000	29167	24318	4849	83.38%	25682
4340	FUEL	300	175	0	175	0.00%	300
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	OTHER - SEPTIC	7000	4083	2110	1973	51.68%	4890
4300	TOTAL UTILITIES EXPENSE	142300	83008	72374	10634	87.19%	69926
ORDINARY MAINTENANCE							
4410	MAINTENANCE LABOR	73227	42716	39802	2914	93.18%	33425
4420	MATERIALS AND SUPPLIES	20000	11667	9035	2632	77.44%	10965
4430	CONTRACT COSTS	30000	17500	13295	4205	75.97%	18705
4400	TOTAL ORDINARY MAINTENANCE	123227	71882	62132	9750	86.44%	61095
GENERAL EXPENSE							
4510	INSURANCE	15568	9081	9422	-341	103.75%	6146
4520	PILOT	1200	700	633	67	90.40%	567
4540	EMPLOYEE BENEFIT CONTR.	65704	38327	34523	3804	90.08%	31181
4570	COLLECTION LOSS	0	0	1302	-1302		-1302
4800	DHCD DIRECTED COSTS - LEGAL SUIT	0	0	0	0		0
4585	PRINCIPLE PAYMENTS	0	0	0	0		0
4590	OTHER GENERAL EXPENSES	0	0	0	0		0
4500	TOTAL GENERAL EXPENSES	82472	48109	45880	2229	95.37%	36592
OTHER EXPENSES							
4610	EXTRAORDINARY MAINTENANCE	37000	21583	12542	9041	58.11%	24458
4611	EQUIPMENT - NONCAPITALIZED	2000	1167	1817	-650	155.70%	183
4600	TOTAL OTHER OPERATING EXPENSES	39000	22750	14359	8391	63.12%	24641
CAPITAL EXPENDITURES							
7520	REPLACEMENT OF EQUIPMENT	40000	23333	40839	-17506	175.03%	-839
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	40000	23333	40839	-17506	175.03%	-839
TOTAL OPERATING EXPENSES		521729	304342	294997	9345	96.93%	226732
NET OPERATING INCOME(DEFICIT)		-95310	-55598	-42866	12732		

See Accountants' Compilation Report

