



Manchester Housing Authority, Inc.

Post Office Box 608

Manchester-by-the-Sea, Massachusetts 01944-0608

Tel: (978) 526-1850

Fax: (978) 526-1604

MHA MINUTES OF BOARD MEETING ON FEBRUARY 27, 2019

Meeting Called to Order 3:30

Roll Call: Present: Gretchen Wood, Sue Thorne, and Beth Heisey
Executive Director Irene Frontiero.

Absent: Nancy Hammond and John Kenney

Old Business:

1. APPROVAL OF MINUTES OF PREVIOUS MEETING from Regular meeting January 16, 2019
Beth motioned to approve and Sue second the motion, vote all in favor 3-0.
2. Tenant concerns were, one tenant still reports smelling smoke in her building. The Tenants report that Jeffrey's Creek is doing an Awesome Job with the snow removal, this year. Tenants also concerned about the laundry facility in the basement of Dana, house and asked if more appliances can be added upstairs. The cost of the rehap needed would be approximately \$5000.00- \$6000.00. We will considered a Capital Plan Project to fund it.
3. Board voted to approve the 2020 Capital Improvement Plan. Sue motioned and Beth second the motion, all in favor 3-0
4. Board Voted to approve updated Grievance Policy, Beth motioned to approve, and Sue seconded the motion, all in favor 3-0
5. Board suggested to send out reminders to the tenants on various lease topics that have come up and some encouraging words.
6. The board voted to write off Tenant account receivable amount of \$1679.39, balance from vacated and deceased tenants. Beth motioned to approve, Sue second the motion, all in favor 3-0
 1. Financials
 2. Payables
 3. Directors Report

Communication:

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

Adjourned at 4:01 p.m.

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

Signature: Irene Frontiero

MILNE, SHAW & ROBILLARD, P.C.

Certified Public Accountants/Management Consultants

209 West Central Street, Suite 205
Natick, MA 01760

508-647-2257
Fax: 508-647-2259

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 February 28, 2019 and the related statements of income and retained earnings for all programs for the eight 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
March 19, 2019

Manchester Housing Authority 4001
8 months ending February 28, 2019

OPERATING STATEMENT

units 84
unit months 672

Mline, Shaw & Robillard, P C
19-Mar-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	273284	275930	2666	100.98%	133966
3115	SHELTER RENT - FRAUD	0	0	1302	1302		-1302
3190	NON DWELLING RENTALS	1800	1200	1200	0	100.00%	600
3610	INTEREST ON INVESTMENTS	2100	1400	1563	163	111.87%	537
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	2400	1600	2194	594	137.11%	206
3691	OTHER REVENUE - RETAINED	5800	3867	5721	1854	147.94%	79
3801	OPERATING SUBSIDY EARNED	4423	2949	0	2949	0.00%	4423
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	426419	284279	287910	3631	101.28%	138509
ADMINISTRATIVE							
4110	ADMINISTRATION SALARIES	65360	43573	42489	1084	97.51%	22871
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	533	34	499	6.45%	766
4170	ACCOUNTING SERVICES	6540	4360	3830	530	67.84%	2710
4171	AUDIT COSTS	3780	2520	3600	-1080	142.86%	180
4180	PENALTIES & INTEREST	0	0	0	0		0
4190	ADMINISTRATIVE OTHER	18000	12000	15236	-3236	126.97%	2764
4100	TOTAL ADMINISTRATIVE EXPENSE	94480	62987	65190	-2203	103.50%	29290
4230	RESIDENT SERVICES	250	167	0	167	0.00%	250
UTILITIES							
4310	WATER & SEWER	45000	30000	31565	-1565	105.22%	13435
4320	ELECTRICITY	40000	26667	27243	-576	102.16%	12757
4330	GAS	50000	33333	32327	1006	96.98%	17673
4340	FUEL	300	200	0	200	0.00%	300
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	OTHER - SEPTIC	7000	4667	2110	2557	45.21%	4890
4300	TOTAL UTILITIES EXPENSE	142300	94867	93245	1622	98.29%	49055
ORDINARY MAINTENANCE							
4410	MAINTENANCE LABOR	73227	48818	46411	2407	95.07%	26816
4420	MATERIALS AND SUPPLIES	20000	13333	9467	3866	71.00%	10533
4430	CONTRACT COSTS	30000	20000	13415	6585	67.07%	16585
4400	TOTAL ORDINARY MAINTENANCE	123227	82151	69292	12859	84.35%	53935
GENERAL EXPENSE							
4510	INSURANCE	15568	10379	10774	-395	103.80%	4794
4520	PILOT	1200	800	723	77	90.40%	477
4540	EMPLOYEE BENEFIT CONTR.	65704	43803	37155	6648	84.82%	28549
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	54981	49954	5027	90.86%	32518
OTHER EXPENSES							
4610	EXTRAORDINARY MAINTENANCE	37000	24667	17606	7061	71.38%	19394
4611	EQUIPMENT - NONCAPITALIZED	2000	1333	1817	-484	136.31%	183
4600	TOTAL OTHER OPERATING EXPENSES	39000	26000	19423	6577	74.70%	19577
CAPITAL EXPENDITURES							
7520	REPLACEMENT OF EQUIPMENT	40000	26667	40839	-14172	153.14%	-839
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	40000	26667	40839	-14172	153.14%	-839
TOTAL OPERATING EXPENSES		521729	347819	337943	9876	97.18%	183786
NET OPERATING INCOME(DEFICIT)		-95310	-63540	-50034	13506		

See Accountants' Compilation Report

MANCHESTER HOUSING AUTHORITY
EXECUTIVE DIRECTORS REPORT
March 2019

Vacancy Report: 2 Vacancies –2 Newport Park

Window replacement at Newport Park, The project is going out to bid and the bids are due on March 27th at 2pm through Bid Docs. We were authorized to bid the project after February 1, 2019 and issue an NTP on or after (no earlier than) May 30, 2019.

The project is approved for bid with the revised cost estimate from 3/21/2018 of \$140,093 base; \$251,633 with all alternates. This basically means the Dana house for the base bid and then one or two other out of the five.

This is a very wide range from bid to NTP, we will decide actual bid dates within this range. It generally takes 60 days from bid advertised to construction contract signing.

We have a pipe wrapping project in the crawl space at the Sargeant House at Newport Park, we are waiting for pricing to come back.

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

I am working on a package to send to all the residents to include reminders of the rules and regulations living here at the Manchester Housing Authority. Also included will be some news such as the update on any Capital projects. A request for updated information on vehicles and pet information. Over the years many tenants have changed both this will be a good way to update their information.

The financial will be done on Tuesday March 19, 2019 I can have them at the meeting for you.