



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 MARCH 20, 2019

Meeting Called to Order 3:30

Roll Call: Present: Gretchen Wood, Sue Thorne, Nancy Hammond and John Kenney

Executive Director Irene Frontiero.

Absent: Beth Heisey

Old Business:

1. APPROVAL OF MINUTES OF PREVIOUS MEETING from Regular meeting February 27, 2019
John motioned to approve and Sue second the motion, vote all in favor 4-0.
2. Tenant concerns were, one tenant still reports smelling smoke in her building. The Tenants had question on the Window Project when will the work start and which building would be started first. Bids are due March 27, 2019
Work not to begin before May 30, 2019. The work will start at Cheever House then to Tappen, Sargeant, Jeffery and finish at the Dana House. The budget for the project has been increased by 30,000.00. It will be the only project MHA will do for FY 2019-2020.
3. We have a project in the crawl space at the Sargeant House to put in sump pumps and wrap pipes I am waiting for pricing from the plumber.
4. I informed the Board that I am waiting for update on the MHA application for exterior doors and lighting.
 1. Financials
 2. Payables
 3. Directors Report

Communication:

Meeting ended. Sue motioned to adjourn Nancy seconded the motion vote all in favor. 4-0

Adjourned at 3:55 p.m.

Next meeting of the Executive Board will be held on
April 17, 2019

Signature: Irene Frontiero

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, Massachusetts

Management is responsible for the accompanying financial statements of the Manchester Housing Authority, which comprise the balance sheets as of March 31, 2019, and the related statements of income and net position for all programs for the nine months then ended in accordance with accounting principals generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the interim financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these interim 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 basic financial statements. Such information is the responsibility of management. The supplementary information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any assurance on such information.

Management has elected to omit substantially all the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows 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 the Manchester Housing Authority.

Milne, Shaw & Robillard, PC
Foxboro, MA
April 16, 2019

MANCHESTER HOUSING AUTHORITY
PROGRAM - 4001
BALANCE SHEET
March 31, 2018

ASSETS

Cash		100.00
Accounts Receivable - Sec 8 Subsidy	0.00	
Accounts Receivable - Tenants	10,497.16	
Allowance for Doubtful TARs	0.00	
Accounts Receivable - Subsidy	10,000.53	
Accounts Receivable - Other Fraud	214.00	
Accounts Receivable - Other Fraud Contra	(214.00)	20,497.69
Interprogram Due From		7,000.00
Investments		74,752.69
Prepaid Insurance	8,663.28	
Inventories	200.00	
Deferred Charges - Retirement	6,678.51	
Deferred Outflow of Resources	26,527.00	42,068.79
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 Depreciation	(3,015,066.48)	
Infrastructure	0.00	
Capital Leases	0.00	1,535,879.52
TOTAL ASSETS		<u>\$1,680,298.69</u>

LIABILITIES AND SURPLUS

Tenants Security Deposits	4,153.46	
Bid Deposits	0.00	
Payroll Withholdings	0.00	
Accounts Payable - DHCD Subsidy Overpayment	0.00	
Interprogram Due To	(102,842.89)	(98,689.43)
Accrued Compensated Absences	42,167.49	
P.I.L.O.T.	(133.90)	
Accrued OPEB	490,930.00	
Accrued OPEB	307,199.00	
Accrued Liabilities - Other	8,426.00	848,588.59
Tenants Prepaid Rent	706.80	
Deferred Inflow of Resources	440,539.00	
Deferred Subsidy	20,000.00	461,245.80
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 60.4% of Max. (Includes Net Income)	208,746.26	
Prior Period Adjustment to Net Assets - Unrestricted	0.00	
Operating Receipts	323,115.52	
Operating Expenses	(386,446.57)	145,415.21
TOTAL LIABILITIES AND SURPLUS		<u>\$1,680,298.69</u>

See Accountants' Compilation Report

Manchester Housing Authority 4001
9 months ending March 31, 2018

OPERATING STATEMENT

units 84
unit months 756

Milne, Shaw & Robillard, P C
18-Apr-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	307422	310425	3003	100.98%	99471
3115	SHELTER RENT - FRAUD	0	0	1302	1302		-1302
3190	NON DWELLING RENTALS	1800	1350	1350	0	100.00%	450
3610	INTEREST ON INVESTMENTS	2100	1575	1800	225	114.27%	300
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	2400	1800	2446	646	135.89%	-46
3691	OTHER REVENUE - RETAINED	5800	4350	5793	1443	133.18%	7
3801	OPERATING SUBSIDY EARNED	4423	3317	0	3317	0.00%	4423
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	426419	319814	323116	3302	101.03%	103303
ADMINISTRATIVE							
4110	ADMINISTRATION SALARIES	65360	49020	47522	1498	96.94%	17838
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	600	34	566	5.73%	766
4170	ACCOUNTING SERVICES	6540	4905	4570	335	93.17%	1970
4171	AUDIT COSTS	3780	2835	3600	-765	126.98%	180
4171	AUDIT COSTS	0	0	0	0		0
4180	PENALTIES & INTEREST	0	0	0	0		0
4190	ADMINISTRATIVE OTHER	18000	13500	17093	-3593	126.61%	907
4100	TOTAL ADMINISTRATIVE EXPENSE	94480	70860	72819	-1959	102.76%	21661
4230	RESIDENT SERVICES	250	188	0	188	0.00%	250
UTILITIES							
4310	WATER & SEWER	45000	33750	31565	2185	93.53%	13435
4320	ELECTRICITY	40000	30000	30282	-282	100.94%	9718
4330	GAS	50000	37500	40031	-2531	106.75%	9969
4340	FUEL	300	225	0	225	0.00%	300
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	OTHER - SEPTIC	7000	5250	2110	3140	40.19%	4890
4300	TOTAL UTILITIES EXPENSE	142300	106725	103988	2737	97.44%	38312
ORDINARY MAINTENANCE							
4410	MAINTENANCE LABOR	73227	54920	53550	1370	97.51%	19677
4420	MATERIALS AND SUPPLIES	20000	15000	11778	3222	78.52%	8222
4430	CONTRACT COSTS	30000	22500	14945	7555	66.42%	15055
4400	TOTAL ORDINARY MAINTENANCE	123227	92420	80273	12147	86.86%	42954
GENERAL EXPENSE							
4510	INSURANCE	15588	11676	12128	-450	103.86%	3442
4520	PILOT	1200	900	814	86	90.40%	386
4540	EMPLOYEE BENEFIT CONTR.	65704	49278	48171	1107	97.75%	17533
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	61854	62413	-559	100.90%	20059
OTHER EXPENSES							
4610	EXTRAORDINARY MAINTENANCE	37000	27750	24298	3452	87.56%	12702
4611	EQUIPMENT - NONCAPITALIZED	2000	1500	1817	-317	121.13%	183
4600	TOTAL OTHER OPERATING EXPENSES	39000	29250	26115	3135	89.28%	12885
CAPITAL EXPENDITURES							
7520	REPLACEMENT OF EQUIPMENT	40000	30000	40839	-10839	136.13%	-839
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	40000	30000	40839	-10839	136.13%	-839
TOTAL OPERATING EXPENSES		521729	391297	386447	4850	98.76%	135282
NET OPERATING INCOME(DEFICIT)		-95310	-71483	-63331	8152		

See Accountants' Compilation Report

MANCHESTER HOUSING AUTHORITY
EXECUTIVE DIRECTORS REPORT
April 2019

Vacancy Report: 2 Vacancies –2 Newport Park

We had a mold inspection done by DHCD in two units at The Plains, on April 17, 2019, one tenant is having breathing issues and another tenant states her floors get wet on occasion.

I am waiting on the results from DHCD before leasing 1 unit as we may need to transfer a tenant. The other unit is almost ready for lease up.

The pipe wrapping project in the crawl space at the Sargeant House at Newport Park, status update.

We are waiting for two other plumbers to give us costs on the sump pump installation and rewiring the pipes at Newport Park.

We received on price from Milne for \$2350.00 to install the pump and rewiring the pipes \$450.00.

The low bids for the Window replacement at Newport Park are in and are to be presented to the Board to award to the lowest responsible bidder. References were done and the results are available for you. We are authorized to issue an NTP on or after (no earlier than) May 30, 2019.

Mini Split request: After sending the contractor the requirements needed to perform a project such as the tenant requested, he withdrew his proposal. I have offered to get the tenant the quietest reasonable and affordable A/C available. Per DHCD's recommendation.

I am waiting to hear on the grant for exterior door replacement at all sites, also exterior common area lighting, and refrigerators.

I have completed the information the board suggested putting together as reminders of the MHA Lease, and Rules and Regulation. A request for updated information on vehicles and pet information will be done as well.

I will send project updates to the tenants when the scheduling is set for the Window project and I will include any other information as well regarding further projects.