

**WALPOLE HOUSING AUTHORITY
REGULAR MEETING
November 01, 2021**

The meeting, held in the Community Room, 8 Diamond Pond Terrace was called to order by Chairperson Peter Betro at 6:06 pm.

PRESENT: Peter Betro
Judith Conroy
Joseph F. Doyle, Jr.
James L. Delaney
Michael Teeley

ABSENT:

ALSO PRESENT: Denise Landry, Executive Director/Secretary
Daniel Robillard, CPA, Milne, Shaw & Robillard P.C.

THE MINUTES OF OCTOBER 04, 2021 REGULAR MEETING

- **Motion:** By Judith Conroy to approve the Minutes of October 04, 2021 Regular Meeting.
- **Seconded:** By Michael Teeley.
- **Voted: 3-0-2:** To approve the Minutes of October 04, 2021 Regular Meeting. Joseph F. Doyle, Jr. and New Member James Delaney abstaining from the vote as they were not in attendance for October Regular Meeting.

FINANCIAL REPORTING

Walpole Housing Authority Fee Accountant, Daniel Robillard, CPA, Milne, Shaw & Robillard P.C, presented a description and summary of the monthly Financial Report, discussed the budget process, explained the FY2021 Budget Revision 1 on the evening's Meeting Agenda, and answered Member's questions regarding financial reporting.

TREASURER'S REPORT SEPTEMBER 30, 2021

FY2021 QUARTER 3, JANUARY-SEPTEMBER 2021 OPERATING STATEMENTS

Upon a motion duly made by Joseph F. Doyle, Jr. and seconded by Michael Teeley, it was unanimously,

Voted: 5-0-0 To approve the September 30, 2021 Treasurer's Report and FY2021 Quarter 2, January-September 2021 Operating Statements as presented.

BILLS FOR PAYMENT

Upon a motion duly made by Judith Conroy and seconded Michael Teeley, it was unanimously,

- **Voted: 5-0-0:** To approve the attached list of bills for payment dated:
10-19-2021 11-01-2021

MAINTENANCE

Project Updates/Funding Strategies/Operations Updates

Executive Director provided capital projects and operations update.

Capital Projects Update:

Pemberton Street Hedge Row Quote

No Board action taken at this time. Will resolicit in the Spring for property sideline plantings.

Maintenance Operations:

Senior Housing Development Lighting:

New spot lighting added to existing street pole at Diamond Pond Terrace Building 6 walkway to Building 7 entrance (along abutting property line).

Program Operation Updates:

Community Room Re-Opening

Neponset View Terrace Community Room and Laundry Room are open during the day and on weekends. Diamond Pond Terrace Laundry Room is re-opened during the day and on weekends. The Community Room will re-open on the weekends by mid-November.

NEW BUSINESS

2021 Budget Revision (1) -CARES Act Relief Funds

On July 24, Governor Baker signed into law, Chapter 124 of the Act of 2020, "An Act making appropriations for the fiscal year 2020 to authorize certain COVID-19 spending in anticipation of federal reimbursement".

This act, appropriating funding for COVID-19 response to be reimbursed by aid to state and local governments through the Coronavirus Relief Fund (CRF) in the Federal CARES act, provides funding meant to reimburse LHAs for costs associated with the COVID-19 response for their state-funded public housing portfolio as follows:

- necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
- were not accounted for in the LHA budget
- were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021.

The FY2022 Budget Revision (1) is the mechanism to include these costs into Walpole Housing Authority FY2021 Budget.

It includes the following COVID payroll related expenses:

- 2020 Covid related sanitizing hours provided by Maintenance Staff for the payroll period ending 04-10-2020 thru 12-31-2020.
- Hazard pay for Walpole Housing Staff for the time spent on site and in the office for the period of declared emergency by Governor Baker beginning with Order #13 on March 23, 2020, closing non-essential business, until the lifting of the emergency in June 2021 for the eligible period of 04-01-2020 to 06-15-2021.

Upon review and consideration, the following was brought forward:

- **Motion:** By Michael Teeley to vote approval and execution of FY 2021 Budget Revision (1) to incorporate the allotted Cares Act COVID funding into the authority's FY2021 Budget.
- **Seconded:** By Judith Conroy.
- **Voted: 5-0-0:** To vote approval and execution of FY 2021 Budget Revision (1) to incorporate the allotted Cares Act COVID funding into the authority's FY2021 Budget.

UNFINISHED BUSINESS

Vacant State Appointed Board Member Seat

Joint Meeting With Town Of Walpole Select Board October 26, 2021

Members Judith Conroy, Michael Teeley and Executive Director, Denise Landry, appeared before the Town of Walpole Select Board at the Board's Meeting on October 26, 2021 to request an interim appointment, under the provisions of Section 216 of Chapter 218 adopted in 2016 amending Chapter 121B, §5 regarding state appointed board members, in order to fill the currently vacant state appointed seat on Walpole Housing Authority Board of Directors.

Town of Walpole Select Board Members present unanimously voted to approve Walpole Housing endorsed candidate, James Delaney to fill the position.

UNFINISHED BUSINESS -Continued-

FY 2022 Budget Guidelines

Executive Director will provide list of unfunded projects at next Regular Meeting for Board consideration in FY2022 capital budget.

DIRECTOR'S REPORT

Executive Director presented November Director's Report.

CORRESPONDENCE

No correspondence acted upon at this time.

There being no further items to discuss, the following was brought forward:

- **Motion:** To adjourn made by James Delaney.
- **Seconded:** By Judith Conroy.
- **Voted: 5-0-0:** To adjourn.

Meeting adjourned 8:15 pm.

Secretary/Executive Director