

CUMBERLAND HOUSING AUTHORITY ANNUAL MEETING (VIA ZOOM)
May 19, 2021, Meeting Minutes

I. Call to Order: Chairman Bill Hansen called the meeting to order at 6:30 pm.

II. Roll Call: Present: Bill Hansen - Chairman, Connie Bingham, Meredith Burgess, Cara Biddings, Janene Gorham, Norman Maze, Jr. & Bill Stiles. Staff: Carla Nixon - Executive Director, Bill Shane - Town Manager & Christina Silberman - Administrative Assistant. **Absent:** Sally Pierce.

III. Executive Director's Report:

1. Tenant Updates: Executive Director Carla Nixon reported that there is one vacancy of a one-bedroom unit. The unit will be upgraded with new paint, flooring, cabinets and a new bathroom vanity to modernize the unit. Ms. Nixon said that this is a prototype renovation. We can do this for a budget friendly amount. The Town will decide whether to do the renovations as units become vacant or to have a budget line item to start doing all of the units for some purpose such as flooring or paint.

Ms. Silberman noted that there are about a half of a dozen applications that need to be added to the waiting list. The one-bedroom waiting list currently has 32 residents, 32 with resident family members and 19 others. The two-bedroom waiting list currently has 69 residents, 35 with resident family members and 19 others.

Ms. Nixon said that we have a healthy waiting list and people often call or drop in to check where they are on the list. Sometimes the list has not moved a bit. Ms. Nixon said that we can go a year without any turnovers or we can get three or four within a couple of months.

Mr. Stiles asked how likely people on the waiting list are to respond if something becomes available. Ms. Silberman replied that with the last one-bedroom vacancy she called all of the current residents on the list. The last current resident accepted the unit. Ms. Silberman added that the two-bedroom list is longer. There are some people who have their names on both the one-bedroom and two-bedroom lists. Mr. Stiles wondered, looking at the numbers that we have vs. those that are ready to accept something, if the list is really accurate or germane. Ms. Silberman noted that with the family members of residents and others on the waiting list, a new tenant would likely be found easily but may not be a current resident.

Ms. Nixon reported that a couple of years ago, the list was culled to ensure the people on the list wished to remain on the list and had not moved away or passed on. The list we have now are people that would like to live here. Ms. Nixon said that the issue is that people don't have a lot of time when we call and ask if they would like the unit which could be available in 45 days. Mr. Shane asked if someone moves into a one-bedroom unit and then a two-bedroom unit becomes available, would they be at the top of the two-bedroom list. Ms. Nixon replied that a tenant in a one-bedroom unit would still have to wait for their name to come up on the two-bedroom list. They would not get any priority.

2. Capital Improvements: Ms. Nixon reported that in recent years the roofs and heating systems have been replaced, driveway paving/repairs have been done and all of the windows were replaced with new high efficiency windows. Ms. Nixon said that now we are honing in on the units one at a time to renovate. Ms. Nixon said that we don't have to renovate the units, the units do rent, but they are 30 years old now and look dated. Ms. Nixon said that she will send photos and a video of the renovated unit so they can see how it comes out.

Norman Maze asked if there are any long-term improvements planned in the next five years. Ms. Nixon said there are no big-ticket items and the units are in good shape.

3. Financial Projections: Mr. Shane shared the senior housing budget and said that the budget is in better shape than what was projected.

Senior Housing			FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY 2022 PROPOSED	\$ Change	% Change			
Fund 420											
Org	Obj										
420930	0381	Building Rentals	\$ (335,360)	\$ (341,327)	\$ (342,720)	\$ (349,788)	\$ (7,068)	2.1%			
420930	1000	Full Time Wages	\$ 61,810	\$ 66,432	\$ 69,392	\$ 69,495	\$ 103	0.1%			
420930	1010	Part Time Wages	\$ 2,958	\$ -	\$ -	\$ -	\$ -	-			
420930	1020	Overtime	\$ 90	\$ 482	\$ 1,215	\$ 1,233	\$ 18	1.5%			
420930	1210	Health Insurance	\$ 25,036	\$ 26,739	\$ 28,634	\$ 32,756	\$ 257	0.9%			
420930	1220	FICA	\$ 4,633	\$ 4,758	\$ 5,333	\$ 5,411	\$ 78	1.5%			
420930	1230	ICMA	\$ 3,850	\$ 3,856	\$ 2,099	\$ 4,474	\$ 2,375	113.1%			
420930	1240	Life & LTD	\$ 466	\$ 514	\$ 429	\$ 500	\$ 71	16.5%			
420930	1250	Long Term Care	\$ 229	\$ 232	\$ 121	\$ 226	\$ 105	86.5%			
420930	1260	MePERS Retirement	\$ 3,668	\$ 4,268	\$ 4,159	\$ 4,416	\$ 257	6.2%			
420930	2000	Electricity	\$ 2,313	\$ 2,039	\$ 2,500	\$ 2,500	\$ -	0.0%			
420930	2020	Heating Fuel	\$ 5,150	\$ (453)	\$ 5,000	\$ 2,000	\$ (3,000)	-60.0%			
420930	2030	Telephone	\$ 1,403	\$ 1,523	\$ 2,000	\$ 2,000	\$ -	0.0%	Answering service & John's cell		
420930	2070	Water/Sewer	\$ 20,576	\$ 20,535	\$ 24,500	\$ 21,000	\$ (3,500)	0.0%			
420930	3160	Misc Expenses	\$ -	\$ 280	\$ 300	\$ 300	\$ -	0.0%			
420930	3230	Property Insurance	\$ 8,732	\$ 9,043	\$ 11,000	\$ 10,000	\$ (1,000)	-9.1%			
420930	3300	Office Supplies	\$ 91	\$ 50	\$ 100	\$ 100	\$ -	0.0%			
420930	3330	Travel Expenses	\$ -	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100.0%			
420930	3380	Apartment Rehab	\$ 12,014	\$ 14,159	\$ 18,000	\$ 27,000	\$ 9,000	50.0%	Est 3 rehabs/yr @ \$9k ea		
420930	4000	Building Maint.	\$ 15,556	\$ 25,890	\$ 10,000	\$ 10,000	\$ -	0.0%			
420930	5100	Grounds Contractual	\$ 27,158	\$ 27,821	\$ 24,000	\$ 28,000	\$ 4,000	16.7%			
420930	5130	Heating System Maint	\$ -	\$ 11,709	\$ 5,000	\$ 5,000	\$ -	0.0%			
420930	5160	Legal and Consulting	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%			
420930	5240	Training	\$ 50	\$ -	\$ 35	\$ 200	\$ 165	0.0%			
420930	6010	Tools	\$ 305	\$ -	\$ 200	\$ 400	\$ 200	100.0%			
420930	6500	Bond Interest Expense	\$ 33,700	\$ 27,175	\$ 22,800	\$ 21,000	\$ (1,800)	-7.9%			
420930	6510	Bond Principal	\$ 140,000	\$ 165,000	\$ 60,000	\$ 60,000	\$ -	0.0%			
420930	8115	Capital reserve transfer**	\$ 20,000	\$ -	\$ 20,000	\$ 35,000	\$ 15,000	75.0%			
Total Senior Housing Expenses			\$ 389,788	\$ 412,052	\$ 319,317	\$ 344,009	\$ 20,827	6.5%			
Senior Housing Totals			\$54,428	\$70,725	(\$23,403)	(\$5,779)	\$13,759	-58.8%			
					Current Year	Next Year					

The budget for this year will have about \$23,000 in excess revenues over expenses. One of the bonds expired last year and Mr. Shane pointed out the reduction in the bond interest and principal expenses for new year. The Housing Authority paid more in expenses than there were revenues coming in for the past two years. The budget has stabilized and there is funding for the capital reserve. The new budget has \$27,000 for apartment rehab and \$35,000 to be transferred to the capital reserve. Mr. Shane said that the next rehab will be for kitchen cabinets and counter tops and in less than 3 years, all of the units can be done without any financing. Mr. Shane said that this projection proposes no rent increase and it is the Authority's call if they want to have a rent increase this year.

Ms. Bingham asked about the summary notes regarding capital reserves and pointed out an error in the excel spreadsheet.

Mr. Shane asked for thoughts about a rent increase. Mr. Shane said he is not sure if a rent increase is necessary this year. Mr. Shane said he would look at 1% or 2%. A discussion ensued about a rent increase.

Ms. Burgess said she is okay with a 1% increase and she excused herself from participating in the remainder of the meeting.

IV. Correspondence: None.

V. New Business:

021-01: To set rental rates for fiscal year 2021-22: Mr. Stiles moved to increase the rents by one percent (1%), seconded by Ms. Bingham and **VOTED, 6 yeas – motion passes.** (Roll Call Vote: Hansen – yea, Bingham – yea, Maze – yea, Biddings – yea, Stiles – yea, Gorham – yea)

021-02: To consider and act upon adoption of the proposed 2021-2022 fiscal year budget: Mr. Stiles moved to accept the budget as presented by the Town Manager and amended, seconded by Mr. Maze and **VOTED, 6 yeas – motion passes.** (Roll Call Vote: Hansen – yea, Bingham – yea, Maze – yea, Biddings – yea, Stiles – yea, Gorham – yea)

VI. Adjourn: Mr. Stiles moved to adjourn the meeting, seconded by Ms. Bingham and **VOTED, 6 yeas – unanimous, motion carries.**

Respectfully submitted,

Christina Silberman, Administrative Assistant