

WEST BRIDGEWATER HOUSING AUTHORITY

7 Esther Drive
West Bridgewater, MA 02379
January 14, 2020
AGENDA

The West Bridgewater Housing Authority will hold a meeting Tuesday January 14, 2020 at 6:00pm at the office of the Authority 7 Esther Drive, West Bridgewater MA

CALL MEETING TO ORDER: Operation under the authority of MGL chapter 111

Pledge of Allegiance:

New Business

Rebecca Noyes from Blue Wave to discuss Net Metering Credits for the authority.

- 1. Approve the Minutes December 10, 2019
- 2. Review and Approve the Accountants Report December 23, 2019 and January 13, 2020
- 3. Bills paid through January 14, 2020
- 4. Board Approval and Vote for the Fiscal Year 2021 Capital Improvement Plan ADA Lever door knobs to be completed June 2020. Study and design for parking, roadway, and limited walkway for 2021. Window replacement in the following years.

Sean worked at the housing on Monday 1, 2020 and prepared the following documents for the Board's approval that was not on the Agenda submitted to the Town Clerk 1-9-2020

- ✦ • 5. Review and Approve Quarterly Modernization Report for period ending December 31, 2019
- ✦ • 6. Review and Approve Quarterly Operation Statement for period ending December 31, 2019
- ✦ • 7. Review and Approve Tenants Accounts Receivable

Executive Directors Report

Letter from Undersecretary of State addressed to the Chair awarding the West Bridgewater Housing Authority \$88,863.00 in Formula Funding for the Fiscal Year 2023 (FY23)

Holiday Party December 11, 2019

Having AUP Audit on 1-21, 2020

Old Business

Review two policies, parking, rent collection

Discuss Bridgewater Savings Bank merging with Mansfield Bank

Maintenance Report

Cleaning buildings

Correspondence

Thank you card from staff

Adjournment:

Teresa

12/23/2019

These are your financial statements thru five months of the fiscal year 2020.

Your reserve is currently at 30.97% or \$42,421. This reserve is currently below the DHCD "Operational Guidance" threshold of 35%. The increase to your reserve from this fiscal year is \$12,128.

New to PMR in 2019 was an "Operating Reserve" rating, to avoid a "Operational Guidance" designation the WBHA would have needed to keep their reserve above 35%. The WBHA currently has a reserve percentage of 30.97%. The WBHA ended the year at 24.52%, most likely receiving an "Operational Guidance" designation.

The statements reflect the proposed budget that was passed by the board in November. Due to the fact that some of the budgeted subsidy needs to be approved by DHCD, the subsidy associated with those specific costs (i.e. Survivors share of GIC and Increase in Property Insurance) have not been calculated in the October statements. However, the subsidy that does not have to wait for DHCD approval is being calculated. The WBHA has started off FY 2020 in the right direction, hopefully DHCD will approve the budgets as proposed and the winter weather won't be to harsh, thus helping to continue the upward trend.

Sean Smith

MILNE, SHAW & ROBILLARD, P.C.

Certified Public Accountants/Management Consultants

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ACCOUNTANT'S COMPILATION REPORT

To Board Members
West Bridgewater Housing Authority
West Bridgewater, Massachusetts

Management is responsible for the accompanying financial statements of the West Bridgewater Housing Authority, which comprise the balance sheets as of November 30, 2019, and the related statements of income and net position for all programs for the five 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 West Bridgewater Housing Authority.

Milne, Shaw & Robillard, PC

Foxboro, MA

December 23, 2019

WEST BRIDGEWATER HOUSING AUTHORITY

400-1

BALANCE SHEET - NOVEMBER 30, 2019

ASSETS

CASH - GENERAL FUND	\$26,550.24
ACCOUNTS RECEIVABLE TENANTS	0.00
ALLOWANCE FOR DOUBTFUL TARS	0.00
ACCOUNTS RECEIVABLE - DHCD	13,943.99
ACCOUNTS RECEIVABLE - Interproject	0.00
ACCOUNTS RECEIVABLE - Other	0.00
INVESTMENTS	20,813.87
INVESTMENTS - CFFP	0.00
DEFERRED CHARGES RETIREMENT	1,128.50
DEFERRED CHARGES - OTHER	2,181.82
INVENTORY - FUEL OIL	0.00
PREPAID INSURANCE	1,680.00
MODERNIZATION CONTRA	0.00
MODERNIZATION COST	0.00
MODERNIZATION GRANT FUNDS	0.00
CONSTRUCTION IN PROCESS	0.00
LAND	96,000.00
INFRASTRUCTURE	44,310.00
BUILDINGS	1,493,648.65
EQUIPMENT	28,845.60
ACCUMULATED DEPRECIATION	(1,267,753.21)
TOTAL ASSETS	395,051.04
	\$461,349.46

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE - DHCD	0.00
ACCOUNTS PAYABLE - Interproject	0.00
ACCOUNTS PAYABLE - Other	236.50
ACCRUED LIABILITIES	23,641.09
DEFERRED CREDITS	0.00
PREPAID TENANTS	0.00
PET DEPOSIT LIABILITY	0.00
NOTES PAYABLE - Fannie Mae	0.00
NET UNFUNDED PENSION LIABILITY	91,856.00
ACCRUED OPEB LIABILITY	172,875.00
DEPRECIATION	0.00
FIXED ASSET RESERVE	395,051.04
RESIDUAL RECEIPTS	12,127.59
OPERATING RESERVE - RESTRICTED	0.00
OPERATING RESERVE - UNFUNDED PENSION	(91,856.00)
OPERATING RESERVE - OPEB	(172,875.00)
OPERATING RESERVE 30.97% of MAX	30,293.24
TOTAL LIABILITIES AND SURPLUS	(222,310.17)
	\$461,349.46

ACCOUNT NUMBER CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET	BUDGET P.U.M.	ACTUAL TO DATE P.U.M.	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	FACTOR OF PRO RATA	AVAIL. REMAIN. OF YEAR
OPERATING RECEIPTS								
3110 DWELLING RECEIPTS	233022	97093	404.55	410.29	98470	1378	1.0142	134552
3111 DWELLING RECEIPTS - FRAUD	0	0	0.00	0.00	0	0		0
3190 NONDWELLING RENT	0	0	0.00	0.00	0	0		0
3400 OPERATING SUBSIDY	43672	18197	75.82	10.66	2559	-15638	0.1406	41113
3610 INTEREST INCOME	600	250	1.04	0.86	207	-43	0.8280	393
3690 OTHER INCOME	1900	792	3.30	3.11	747	-45	0.9433	1153
3691 OTHER INCOME - RETAINED	2360	983	4.10	9.83	2360	1377	2.4000	0
7530 RCTS SALE OF EQUIP	0	0	0.00	0.00	0	0		0
TOTAL OPERATING RECEIPTS	281554	117314	488.81	434.76	104343	-12971	0.8894	177211
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 SALARIES	30915	12881	53.67	52.92	12700	181	0.9859	18215
4130 LEGAL	0	0	0.00	0.00	0	0		0
4140 BOARD MEMBERS COMP	0	0	0.00	0.00	0	0		0
4150 TRAVEL	450	188	0.78	0.00	0	188	0.0000	450
4170 ACCOUNTING SERVICES	5580	2325	9.69	8.58	2060	265	0.8860	3520
4171 AUDITING SERVICES	3150	1313	5.47	0.00	0	1313	0.0000	3150
4190 SUNDRY ADMIN EXP.	10487	4370	18.21	17.37	4170	200	0.9542	6317
TOTAL ADMIN EXPENSE	50582	21076	87.82	78.87	18930	2146	0.8982	31652
4210 R S SALARIES & BENEFITS	0	0	0.00	0.00	0	0		0
4230 RESIDENT SERVICES - OTHER	0	0	0.00	0.00	0	0		0
TOTAL RESIDENT SERVICES	0	0	0.00	0.00	0	0		0
UTILITIES								
4310 WATER	4327	1803	7.51	10.25	2460	-657	1.3645	1867
4320 ELECTRICITY	84827	35345	147.27	79.93	19184	16161	0.5428	65643
4330 GAS	0	0	0.00	0.00	0	0		0
4391 SOLAR OPERATOR	0	0	0.00	0.00	0	0		0
4392 NET METER CREDITS	0	0	0.00	0.00	0	0		0
4390 SEPTIC PUMPING	2700	1125	4.69	5.18	1244	-119	1.1058	1456
TOTAL UTILITIES EXPENSE	91854	38273	159.47	95.37	22888	15385	0.5980	68966
ORDINARY MAINTENANCE								
4410 LABOR	57096	23790	99.13	100.65	24156	-366	1.0154	32940
4420 MATERIALS AND SUPPLIES	4836	2015	8.40	3.53	847	1168	0.4204	3989
4430 CONTRACT COSTS	5500	2292	9.55	9.30	2232	60	0.9738	3268
TOTAL ORDINARY MAINTENANCE	67432	28097	117.07	113.48	27235	862	0.9693	40197
GENERAL EXPENSES								
4510 INSURANCE	9344	3893	16.22	14.39	3453	440	0.8870	5891
4520 PILOT	0	0	0.00	0.00	0	0		0
4530 COMPENSATED ABSENCES	0	0	0.00	0.00	0	0		0
4540 EMPLOYEE BENEFITS	40328	16803	70.01	66.85	16044	759	0.9548	24284
4570 COLLECTION LOSSES	0	0	0.00	0.00	0	0		0
TOTAL GENERAL EXPENSES	49672	20697	86.24	81.24	19498	1199	0.9421	30174
TOTAL ROUTINE EXPENSES	259540	108142	450.59	368.96	88550	19592	0.8188	170990
NONROUTINE EXPENSES								
4610 NONROUTINE MAINTENANCE	11100	4625	19.27	9.86	2367	2258	0.5119	8733
4611 REPLACEMENT OF EQUIPMENT	3300	1375	5.73	5.41	1298	77	0.9440	2002
7540 BETTERMENTS & ADDITIONS	0	0	0.00	0.00	0	0		0
TOTAL NONROUTINE EXPENDITURES	14400	6000	25.00	15.27	3665	2335	0.6109	10735
TOTAL OPERATING EXPENSES	273940	114142	475.59	384.23	92215	21926	0.8079	181725
NET INCOME(DEFICIT)	7614	3173	13.22	50.53	12127	8955	3.8227	4513

WEST BRIDGEWATER HOUSING AUTHORITY
 RECONCILIATION OF NET ASSETS
 FOR THE PERIOD ENDING 11/30/2019

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BEGINNING OPERATING RESERVE	\$30,293
GROSS OPERATING INCOME	\$104,343
OPERATING EXPENSES	(\$92,215)
CURRENT OPERATING RESERVE	<u>\$42,421</u>
BEGINNING RESTRICTED RESERVE	\$0
ADDITIONAL RESTRICTING OF RESERVE	\$0
RESTRICTED RESERVE EXPENDITURES	\$0
CURRENT RESTRICTED RESERVE	<u>\$0</u>
BEGINNING OPB RESERVE	(\$172,875)
OPB EXPENSES	\$0
CURRENT OPB RESERVE	<u>(\$172,875)</u>
BEGINNING UNFUNDED PENSION RESERVE	(\$91,856)
PRIOR PERIOD ADJUSTMENT	\$0
CURRENT UNFUNDED PENSION RESERVE	<u>(\$91,856)</u>
CURRENT NET ASSET RESERVE	<u>(\$222,310)</u>

See Accountant's Compilation Report

PARKING POLICIES OF THE WEST BRIDGEWATER HOUSING AUTHORITY

Each authorized occupant of a housing unit will be allowed one (1) vehicle. Said vehicle must be registered and owned by the occupant or occupant(s) you must comply with any and all requirements necessary to maintain an automobile in the Commonwealth of Massachusetts.

Residents must provide the office with the make, model, description and registration number of their vehicle. Residents are required to annually provide proof of registration and insurance. Residents wishing to maintain more than one vehicle must put their request in writing to the Executive Director of the Authority

Any resident that requests and is granted special parking for an additional vehicle may be subject to immediate cancellation of such permit for failure to comply with any and all policies and regulations of the Authority that are currently in place and of those that may be revised in the future.

If permission is revoked, the resident will have no more than five days to remove any such vehicle off the West Bridgewater Housing Authority's property, and/or risk the authority having the vehicle removed (towed) from the premises at the owner's expense.

Parking is strictly prohibited in fire lanes per order of the West Bridgewater Fire Department.

Parking in front of buildings is permitted for loading and unloading only and must be limited to no more than fifteen (15) minutes. This policy must be strictly enforced:

Repeat violators may lose the privilege of parking on WBHA property or risk the possibility of eviction proceedings for serious repeat violators.

Parking spaces are not assigned but are on a first come, first served basis. The West Bridgewater Housing Authority makes no promise or guarantee that available spots will be within close proximity to the dwelling unit.

Residents are to park in parking areas designated for residents and to require their guests, homemakers, family, friends, and other visitors to use area around the island.

At no time will it be permissible to utilize Authority utilities (electricity, water, etc.) for washing, charging, vacuuming, etc. any vehicle. No automobile maintenance is allowed on the property. No parking is allowed on the grass or sidewalks.

Residents are responsible for the removal of snow on and around their vehicles.

Handicapped spaces are for use only by vehicles that have the appropriate handicapped placard clearly displayed in the vehicle.

Hanging your vehicle over the curb creates a major problem for the maintenance when mowing or plowing. Please be mindful of this when parking.

No nasty notes left on windows, **REMEMBER** no one owns a parking space

All tenants must comply with the policy's and regulations of the WBHA this policy is incorporated into your lease per DHCD Section IX(Q) and Section XIX

If a vehicle becomes disabled and unable to be driven it is up to the owner to report the situation to the office as soon as possible.

It is up to you the Tenant that has signed the lease of the West Bridgewater Housing Authority to inform all your family members, visitors, nurses, aids, home makers, that they must park at one of the island spaces.

Please review this add or make any changes you think are better.

Minutes of the Regular Meeting
of the
West Bridgewater Housing Authority
Held December 10, 2019

A Regular Meeting of the West Bridgewater Housing Authority was held on Tuesday December 10, 2019 at 6:00pm in the Director's Office 7 Esther Drive, West Bridgewater MA.

Members Present:

Diane Perry,	Chairperson
Raymund Rogers,	Vice-Chairman
Paula Bunker,	Treasurer
Dennis Packard,	Member/Tenant
John Cruz,	Member

Members Absent:

Others Present:

Teresa Maloney, Executive Director

Pledge of Allegiance: Was led by the Chairperson Diane Perry

New Business:

The Minutes of the November 12, 2019 were review and approved. Motion made by R/Rogers to approve the Minutes of November 12, 2019 as read. Seconded by D/Packard. So, Voted.

Review and approve the accountants report of November 20, 2019. Motion made by D/Packard to accept the accountants report of November 20, 2019 as read. Seconded by R/Rogers. So, Voted.

Review and approve bills paid through December 10, 2019. Motion made by J/Cruz to approve the bills paid through of December 10, 2019 as written. Seconded by D/Packard. So, Voted

Executive Director Report:

The Director informed the Board Rebecca Noyes Solar Analyst from Blue Wave Community Solar for Massachusetts would be attending the January 14, 2020 meeting. She will be providing information concerning net metering credits. Information was provided to the Members from Blue Wave and 38 Degree North. At this time all questions and concerns were tabled to the January 14, 2020 meeting.

The Director informed the Members that the Bridgewater Savings Bank was going to merge with the Mansfield Bank.

A copy of the Massachusetts State-Aided Housing Property, Boiler & Machinery and Crime Insurance Policy was provided to each Member for information on the new insurance policy period of 11/17/2019 through 11/17/2020. An increase of \$16.00 per door rate. Last year it was \$110.00 effective this year rate is \$126.00 per unit door.

The Director provided a copy of the findings of the PMR that was conducted Friday November 15, 2019. Period of 7/1/ 2018 through 6/30/2019.

Inspection and maintenance, no findings, Board Training, no findings, Occupancy no findings, Tenants Accountants Receivable, no findings, Certifications and Reporting Submissions, operational guidance, Adjusted Net Income/Revenue, operational guidance. Operating Reserves, operational guidance. A lot of facts tie into the findings, Due to lost rent from tenants and the electricity bills revenue was lost where the housing was unable to maintain the maximum reserve level. The director at one time did not submit a report to DHCD on time this is one of the reasons for operational guidance time.

Maintenance Report:

Old Business:

Tenants Participation:

Correspondence/Update:

Thank you note to the Board from Teresa for their generous gift Boss's Day.

Adjourn:

Motion made by J/Cruz to adjourn the Meeting at 6:26 pm seconded by D/Packard. So, Voted

Respectfully Submitted

Teresa Maloney
Executive Director