Chairperson Paine called the meeting to order at 8:05 a.m.

The Special meeting of the Board of the SAVIN ROCK COMMUNITIES was held on

March 31, 2020 via Teleconference.

In attendance were: Chairperson Paine, Vice Chairperson O’Connor, Commissioner Nugent, Commissioner Orio and Commissioner Mooney. Also, in attendance were Savin Rock Communities Executive Director John Counter, Attorney Karen Kravetz of Susman, Duffy and Segaloff. Jessie Fennell, Eric Stokes, Bin (Tony) Wang, Meagan Golde and Liz McManus of Savin Rock Communities were also in attendance.

Absent and Excused: None

# Approval of the Minutes

Chairperson Paine called for a motion to approve the minutes of the March 2, 2020 Special meeting. Motion passed.

# Committee Reports

1. Finance Committee

Mr. Counter and. Mr. Wang provided the Board with the Executive Summary of the unaudited monthly results of the WHHA’s D.B.A. Savin Rock Communities. Savin Rock Communities operations for the period ending February 29, 2020.

Overall, WHHA has a net operating income of $300,554 which is ($14,226) below the budgeted net income of $314,769 for the eleven months of the fiscal year 2020. Total expenses are higher than the budget by ($744,617) based on activities primarily due to higher HAP payments ($576K) and administrative costs. Capital Expenditures are under the budget by $18,610 since the security camera and laundry machines have been installed at AMPs in the summer and no major projects in winter. Revenues are higher than the expected budgeted revenue by $730,391 which is attributable to the higher tenant rent revenue, PH operating subsidies and HAP subsidies. Tenant rental revenues are higher than the budget by $103,914. Overall operating cash flow is higher than budget by $4,384.

1. Personnel Committee
2. Development Committee

1. **Executive Director Report**

Mr. Counter provided the Board with an update on the COVID-10 operational budget. Noting the following: Participating in regional calls with the HUD field office and other housing authorities statewide on this pandemic and connected with the city’s health department emergency planning committee. Housing authority offices are closed to the public to maintain safety, drop boxes are provided at all sites for rent collection, remote work for staff with daily schedule allowing for limited number of staff in the office at a time when necessary. All residents are notified of CDC recommendations relative to health and safety. All common areas for properties have been closed to discourage large group gatherings. Resources for food and transportation provided to residents and work orders are restricted to health and safety emergencies only. Also, daily sanitizing of all properties, along with daily wellness calls, phone and email blasts.

Chairperson Paine called for a motion to move that the Board award the contract for the Spring Heights Apartments roof replacement project to JJS Universal Construction Co. in the amount of $289,000. Motion passed.

1. **Legal Counsel**
2. **Unfinished Business**
3. **New Business**
4. **Executive Session**

The Board went into executive session at 8:50 a.m. The Board came out of executive session at 9:53 a.m.

1. **Action on Executive Session Issues**

Vice Chair Paine called for a motion to move that the Board set executive director compensation at the same rate as last year. Motion passed.

# Adjourn Meeting

As there was no other business to come before the Board, Chairperson Paine adjourned the meeting at 9:54 a.m.

Attest: John P. Counter

Executive Director / Secretary