

HOLLISTON HOUSING AUTHORITY
492 Washington Street, Cole Court
Holliston, MA 01746
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Regular Meeting of Holliston Housing Authority
Place: Community Room
Date: October 17, 2018
Time: 6:00 pm

Roll Call – Present Karen Bowles
 Thomas Dumas
 Hayley Fetrow
 K. Robert Malone

Absent Anthony Damigella

Others Present: Paul Landers, Janet Bibo
 Cynthia Rodenhiser, Jane Derrick, Darlene Johnson, Della Miles,
 Lillian Pontremoli, Residents

Minutes:

- Motion by Kevin Robert Malone to approve the minutes of September 19, 2018, as presented, seconded by Karen Bowles
- **Vote: 4-0**

Account Payables Warrant:

Paul, we received rebate check in the amount of \$1,389.27. The old energy carrier owed us a rebate. Meredith from Tradition Energy, the broker for electricity obtained this for us.

- Motion by Karen Bowles to approve the accounts payables as of October 17, 2018, seconded by Thomas Dumas
- **Vote: 4-0**
- Rick Shaw, Approval of 2019 Budget (Board Vote).
Guidelines came out October 1st, deadline for budget is end of October.
I anticipated an increase in the cap, last year they increased allowable spending for the authority by 10% which is much higher than they usually do. This year is 4% which is more consistent.
Rick went over total expenses, last year you received \$10,000 for technical upgrades, we have about \$9,000 left. Went over administrative salaries, budget a little tighter this year but the difference, you have not had a reserve of any substance for at least 5 years. Because of the reserve augmentation last year your reserve is up over \$100,000.00. Your saving money by Management Agreement because of no benefits costs.

He went over the mod admin earned: \$200,000 mod job or more you are allowed to get up to 10% admin fee for those jobs which can be added to reserve. It goes into a separate line, retained revenue, so it does not become part of subsidy. He went over non-routine list. New stipulation in guidelines this year, if you go below 35% of your reserve you have to ask permission to spend anything, not sure of formal process yet.

- Motion by Karen Bowles to approve the 2019 Budget, seconded by Kevin Robert Malone
- **Vote: 4-0**

Correspondence:

None

Old Business:

- a. Update on windows for 667 development – Paul, windows complete, 4 screens missing on backorder, they will audit in May.
- b. Update on Kitchen Modernization, Project 136031, 667 development
Paul, DHCD mechanical engineer has to sign off then we can go out to bid.
- c. Initiative money for generator
Paul, we called DHCD for generator money, they have none. We will continue to look for initiative money.

New Business:

- a. Revise RCAT Plan update
Paul, met with RCAT again submitted revision just waiting for Avalon to sign off. I split it into two projects, 9 storm doors for the families and trash areas - new concrete, new fencing around it.

Other Business:

- Hours of coverage from Framingham Housing Authority

Paul: currently on Monday mornings, Director of Public Housing from Framingham is here to go over rents, etc.

Kim Gulley does account payables, etc., comes on Wednesdays until noon. We just had a section 8 manager retire from Framingham, Ellie Core, she is looking for a part time job, she may be the new person that comes in to work with Doris, this will not come out of Holliston money.

PMR is November 6th, Lisa Taylor will be out. There is a lot of things that go on behind the scene, so if you don't see us here, that does not mean anything. We are on top of it.

Residents:

Next Board Meeting: November 14, 2018

- No further business to come before the board: motion by Kevin Robert Malone, seconded by Karen Bowles, to adjourn the meeting at 7:16 pm
- **Vote: 4-0**

