

HOLLISTON HOUSING AUTHORITY
492 Washington Street, Cole Court
Holliston, MA 01746
Tel. 508-429-6226 Fax 508-429-2507
Email: Holliston.ha@verizon.net

Regular Meeting Minutes of Holliston Housing Authority
Place: Community Room
Date: October 9, 2019
Time: 6:04 pm

- 1. Roll Call – Present** Fred Bray
Kevin Robert Malone
Thomas Dumas
Hayley Fetrow
Absent Anthony Damigella
Others Present: Paul Landers, Janet Bibo, Andrew Piscatelli and 6 tenants

2. Minutes:

- Motion by Thomas Dumas to approve the minutes of September 11, 2019, as presented, seconded by Fred Bray
- **Vote: 4-0**

3. Account Payables Warrant:

Jenna Milne, Fee Accountant:

- a. Financials – do not have as of yet
- b. 2020 Budget (Board vote)

Jenna Milne, Fee Accountant. Jenna will handle the HHA in place of her partner Rick Shaw. She went over the budget, there is a 10% annual increase; a little over \$26,500 to be used for non-utility. Plus, an additional \$200.00 per unit for non-routine, such as flooring, sidewalks. This is industry wide. Also, received a \$5,000 tech grant – one time. Thinking of possibly investing in a new copier. Jenna continued, big savings with Framingham managing the Section 8, will increase reserve. 3% salary increase for Administrative Assistant. Compensation retirement balance went down, maintenance increase based on LRI, which comes out in April, we estimated. We bumped up the overtime, may have a rough winter. She also went over contract costs, insurance and benefits, non-routine expenses. 18.75 hours or more require health insurance. Our goal is to get reserve back up. Capital grant for porches.

Upon vote, motion by Thomas Dumas to approve the Accounts Payables as of October 9, 2019, seconded by Kevin Robert Malone.

- **Vote: 4-0**

Upon vote, motion by Thomas Dumas, seconded by Fred Bray to approve the 2020 Budget

- **Vote 4-0**

4. Correspondence:

5. Old Business:

6. New Business

- a. Change Order No. 1 from Vareika Construction for Kitchen Project in the amount of \$3,655.00, furnish and supply replacement wall cabinets for above range hoods in 15 locations (Board vote)

Upon vote, motion by Thomas Dumas, seconded by Fred Bray, to approve Change Order No. 1 from Vareika Construction for Kitchen Project in the amount of \$3,655.00, furnish and supply replacement wall cabinets for above range hoods in 15 locations.

- **Vote: 4-0**

- b. Certificate of Final Completion from Vareika Construction for Kitchen Project (Board vote)

Upon vote, motion by Fred Bray, seconded by Thomas Dumas, to approve the Certificate of Final Completion from Vereika Construction for Kitchen Project.

- **Vote 4-0**

7. Other Business

- a. Paul Landers:

Tenant meeting on September 30th went well. We will try to have quarterly meetings with Tenants. We are donating a machine to Kelvin. We will have another worker here all winter.

- Update on Porch & Deck Project – Derby Square Architect for porches, he did kitchens
- Emergency repairs for families: 59 Holliston Street discussion

Paul spoke of 59 Hollis Street family back porches, in dire need of repair, Can only do 3 over at this time. Most of the work will be done in house.

- b. Section 8 – Ellie will run portfolio. We are just about all leased up – Holliston will save money having the vouchers back.

- c. Holliston Housing Development Corp., discussion and update

Once two members are elected from this board, we will complete signature cards, order check book to pay off bills. Paul Landers, to be on this board, the Articles state it. The board would like to see the Articles of Incorporation. Who has interest to serve on board?

Motion by Kevin Robert Malone, seconded by Fred Bray to elect Hayley Fetrow and Thomas Dumas To serve as board members on the Holliston Housing Development Corporation.

- **Vote 4-0**

8. Residents

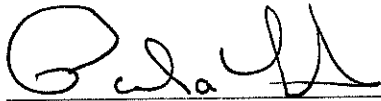
-Fred, when were hours instituted for the HHA? it was mentioned they came with Rita. No funding for ED for full time hours. Discussion continued, Paul will get back to the board on this.

-Do we pay town for helping with the snow? No, we do not. They asked about the Generator.

9. Next Board Meeting: November 13, 2019

- No further business to come before the board: motion by Thomas Dumas, seconded by Kevin Robert Malone, to adjourn the meeting at 7:02 pm
- **Vote: 4-0**

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Paul O. Landers', written over a horizontal line.

Paul O. Landers, Executive Secretary