

HOLLISTON HOUSING AUTHORITY
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Regular Meeting Minutes of Holliston Housing Authority
Place: Community Room
Date: November 12, 2020
Time: 6:00 pm

1. Roll Call – Present Anthony Damigella
Thomas Dumas, arrived at 6:05 PM
Hayley Fetrow
Kevin Robert Malone

Absent: Fred Bray

Others Present: Paul Landers, Janet Bibo, Kristin Davis and 2 residents

2. Minutes:

- a. Upon roll call vote, motion by Commissioner Dumas, to approve the minutes of October 14, 2020, seconded by Commissioner Damigella.
Roll call vote: 4-0

3. Account Payables Warrant:

Upon roll call, motion by Commissioner Dumas to approve the account payable warrants as of November 12, 2020, seconded by Commissioner Malone.
Roll call vote: 4-0

- a. Financials –

4. Old Business:

5. New Business

- a. Approval of new Contract with Milne, Shaw & Robillard, P.C. (Board vote)

Upon roll call, motion by Commissioner Damigella, seconded by Commissioner Dumas, it was voted to approve the new contract with Milne, Shaw & Robillard, P.C.
Roll call vote: 4-0

- b. Approval of a 1-year extension for the Rubbish and recycling with Lawrence Waste Services (Board vote)

Upon roll call, motion by Commissioner Dumas, seconded by Commissioner Malone, it was voted to approve a 1-year extension for the rubbish and recycling with Lawrence Waste Services on the Executive Directors recommendation.
Roll call vote: 4-0

6. Other Business

a. Paul Landers:

- Septic project update

Paul: had a site meeting today. All tanks are in, ready to start digging the leaching fields. Generator will start next week as well. Contractor is outstanding! Right on schedule.

- Deck project update

Paul: have a meeting tomorrow at 11:00. We have him on a change order for additional painting under the decks. We anticipate 2nd week in December for completion.

Also, buildings will be re-labeled tomorrow, new signs going up which will enable people to find their way around the development easier. In the future will have to paint the doors. In addition, the gutters were cleaned.

- Heat Pump Grant updated

Paul, we received grant, we are ready to go if the board is on board with it. Kristin had a power point presentation she presented regarding the LEAN PROJECT, Mini-Split heat pumps going in the kitchen/dining rooms. Electric baseboards in bedrooms will remain. Same company that did the windows for us. The product is from Emerson Swan, they work for Mass Save who put this together. Paul continued with project details.

Would need to replace filters every three years, estimated cost of that is \$1,000 every 3 years. Every 6 months filters should be washed to keep them clean. Questions were asked and answered. The board is on board.

b. Section 8:

7. Other appropriate Business to come before the board

Paul: some of the tenants and Kelvin requesting a smoking shelter. We have been down that road in Framingham. Paul, I don't know where we would find the money for a shelter.

Residents just logged on, had a few questions, they asked about the heat pumps, Paul went over some of it again. Also had questions about the deck project.

8. Residents

2 tenants came to zoom meeting.

9. Next Board Meeting: December 9, 2020

- No further business to come before the board: Upon roll call vote, motion by Commissioner Dumas, seconded by Commissioner Malone, to adjourn the meeting at 6:42 PM.
- **Roll call vote: 4-0**

Respectfully Submitted



Paul O. Landers, Executive Secretary