

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 14, 2020
Time: 6:00 pm

- 1. Roll Call – Present** Fred Bray
Anthony Damigella
Thomas Dumas, arrived at 6:05 PM
Hayley Fetrow
Absent: Kevin Robert Malone
Others Present: Paul Landers, Janet Bibo, Jenna Milne and 3 residents

2. PUBLIC HEARING: 2020-2024 5-Year Public Housing Agency (PHA) Plan

- **Discussion**

Helen, goals for the next five years: define significant modifications, reaffirm that we will support violence against woman's act. Our goals: to maintain high performance status, conduct outreach to our landlords, make a more interactive website and refer to fair housing. We did mailings to all of our section 8 landlords and participants twice and its up on our website, there were no public comments.

- **Motion to approve**

Upon roll call vote, motion by Commissioner Damigella, seconded by Commissioner Bray the 2020-2024 5-Year Public Housing Agency Plan was approved.

Roll call vote: 3-0

Commissioner Dumas joined the meeting

3. Minutes:

- a. Upon roll call vote, motion by Commissioner Bray, to approve the minutes of September 9, 2020, seconded by Commissioner Dumas.

Roll call vote: 4-0

4. Account Payables Warrant:

Upon roll call, motion by Commissioner Dumas to approve the account payable warrants as of October 14, 2020, seconded by Commissioner Bray.

Roll call vote: 4-0

- a. Financials – will bring forward next month
- b. 2021 Budge (Board vote)
Paul, Jenna Milne, Fee Accountant is here

Good news, the State gave the Holliston Housing \$25,444.00 in Covid Money which we received in September can be spent on all things Covid related. We also received funds on the Section 8 program as well. We can spend on any staff related issues and PPE. The bad news is the State is giving us a 4% annual cut this year. What that means is, our operating budget: from admin salaries to employee benefits not including utilities we had to cut by 4%.

Last year they gave us 10% increase and we didn't use all of the 10% increase because we wanted money to flow into our reserves so I did not have to completely cut 4% out because we did not utilize all of the funds from last year.

We have one administrative position in our budget, a part time position. We are allowed to put in a 3% salary increase for that position.

Management Fee: Framingham is keeping it the same as last year.

Maintenance: One Full time, one part time. Rates are set by Department of Labor and Industries; we get on April 1st. We budgeted for overtime, which depends on snow.

We did pay half of GASB 68 report last year, so I put the other half in this year.

Jenna continued going over the Audit.

Reserves: State reserve to be 31.96%, the state likes to see us at 35.

Currently we are at 38%

Section 8, we earned an admit fee, it is based on how many units we have leased. They have increased the fee funding everyone at 81%. I project we will make \$16,000 for this program.

Since Framingham is managing this we don't really have salary costs. We don't attribute any benefit costs to this program because we are paying the management fee to Framingham for managing it.

Upon roll call, motion by Commissioner Dumas, seconded by Commissioner Bray, it was voted to approve the 2021 Budget.

Roll call vote: 4-0

- Discussion of possible new maintenance vehicle (Board vote)

Jenna, Paul came to me and said our truck is not in great shape, we could really use a new truck. He proposed we take it out of the Set Aside, that has about \$60,000 in that account. Paul wanted to know if you would approve a new truck.

Paul, I did some homework, went to Colonial Ford, went to Framingham Ford, ended up at Jack Madden Ford. Town of Holliston shared their fleet number (state contracting number) with us so we could get a good price. We did find a truck to replace Kelvins. His old has some rot, when we did ball joints the main rails are rotted. We don't want to get caught with something we can't trade.

We could really use a new truck, we got \$6,000 for a trade. Its specs out at \$34,945 with a plow. Today we had \$59,183.63 in set aside funds. It's a 2020 F250 with a plow. Old truck may not have high mileage but has rust.

Upon roll call vote, motion by Commissioner Dumas, seconded by Commissioner Bray, it was voted to approve the purchase of a new maintenance vehicle with funding from the set aside account, total cost of vehicle is \$34,945.00 with plow; the ayes and nays were as follows:

Ayes

Fred Bray
Anthony Damigella
Thomas Dumas
Hayley Fetrow

Nays

5. Old Business:

6. New Business

a. Motion to approve HUD Waivers (Board vote)

Helen, HUD put out Waivers for COVID for the Section 8 program to make it easier to manage under COVID. We said yes to some to cover us. Our only delay due to COVID was in person inspections and we are getting caught up with them.

Upon roll call, motion by Commissioner Dumas, seconded by Commissioner Bray, it was voted to approve the HUD Waivers.

Roll call vote: 4-0

7. Other Business

a. Paul Landers:

- Septic project update

Tomorrow they are setting the 3rd tank, the biggest and last tank behind the community room. They are doing a fantastic job; we are very pleased. Great contractor. We are on schedule.

- Deck project update

First real day for deck contractor. Starting with mock-up building so we can all look at it. Was a rocky start, they were waiting on materials.

- Heat Pump Grant updated

Looks like we received it. They want to begin this project in mid-November.

- Discussion of possible new maintenance vehicle (Board vote)
(was discussed and voted under 4b)

Paul put a revision in the capital plan to get 3 roofs and gutters done outback, about \$75,000. DHCD will give us capital to do it. Back buildings were never done when all others were. They are original roofs.

- b. Section 8:
- c. Holliston Housing Development Corp.

Tom, nothing yet, the State is moving slow still.

8. Other appropriate Business to come before the board

Paul, we had our COVID scare. Helen and Keegan did an excellent job putting testing together, we had money from State side which was used for testing by Armstrong Ambulance. Was scary we had 3 tenants test positive we did clean all the common areas with a professional cleaning company and will be done again. Town of Holliston has been terrific, Fire Chief, Board of Health. Testing was paid for out of Covid Funds.

9. Residents

3 tenants came to meeting.

We are all very happy at the moment with everything going on especially how the COVID situation was handled.

We were told we would all get results. No one got results back. Paul, I spoke with Keegan about that today. We will look into it further with Keegan.

Tom, no solution on monies from old development Corp.

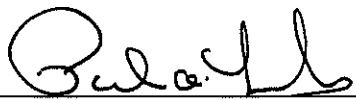
Tenants also mentioned other gutters, Paul we are not replacing other gutters, they will all be cleaned and flushed this year and see where the problems are.

10. Next Board Meeting: November 11, 2020

The next board meeting, the 11th is a holiday; discussion on when next board meeting will be. Janet will send out an email and get back to the board.

- No further business to come before the board: Upon roll call vote, motion by Commissioner Dumas, seconded by Commissioner Bray, to adjourn the meeting at 6:47 PM.
- **Roll call vote: 4-0**

Respectfully Submitted


Paul O. Landers, Executive Secretary