

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 of Holliston Housing Authority
Place: Community Room
Date: December 12, 2018
Time: 6:00 pm

| | |
|---------------------|---|
| Roll Call – Present | Karen Bowles Anthony Damigella Thomas Dumas K. Robert Malone |
| Absent | Hayley Fetrow |
| Others Present: | Paul Landers, Janet Bibo Darlene Johnson, Della Miles and Betty Luser, Jane Derrick, Lillian Pontremoli and Cynthia Rodenhiser, Residents |

Minutes:

- Motion by Kevin Robert Malone to approve the minutes of November 14, 2018, as presented, seconded by Anthony Damigella
- **Vote: 4-0**

Account Payables Warrant:

- Motion by Anthony Damigella to approve the accounts payables as of December 12, 2018, seconded by Kevin Robert Malone
- **Vote: 4-0**

Correspondence:

Paul updated the board on a few items: Maintenance has been covered by Framingham since November 16th, a maintenance man is out on workman's comp. we have one guy assigned here daily, Zack Crandall, he is doing work orders, trying to finish up the leaves with Michael. Working on tractor before snow. Cleaned up back shop. Installed new railing at laundry room. Donated a wreath for front of building. New storm doors up at families were installed and we painted the strips in the parking lot. Had vinyl siding repairs done as well. Meeting tomorrow with DHCD to forecast what is needed in the capital plan, the decks need to be replaced, etc. RCAT will come out tomorrow to discuss.

Old Business:

- a. Update on kitchen Modernization, Project 136031, 667 development

There was a delay and this bid is tomorrow. What I request is the board to empower me to approve and enter into a contract with whoever gets the low bid. 3 options: vote on empowering me, wait until next month's board meeting or have a special meeting after the bid. DHCD could approve your empowering

me or they could not. Advertisement cost includes Alternates. The minimum is the \$175,231 which I recommend. This includes 12 units 1 handicap.

- Motion to empower Executive Director, Paul Landers to proceed with a contract from apparent low bidder for Kitchen Modernization Project 136031, for the base bid only of \$175,231
- Motion by Kevin Robert Malone to approve the Base Bid only seconded by Anthony Damigella.
- **Roll Call Vote: 4-0**

New Business:

a. Proposal for Website Design Services (Capital Strategic Solutions) (Board vote)

- Motion by Thomas Dumas to approve proposal for Website Design Services not to exceed 4,000.00, seconded by Anthony Damigella
- **Roll Call Vote: 4-0**

b. Motion to approve Change Order No. 1, (Valves Project #136036) Board Vote:

The basis for this change order is a discrepancy in the original drawings which came to light during the close out. The Engineer has revised the drawings. Corrections will be made by Performance Plumbing & Heating, Inc. in the amount of \$2,534.59, which will most likely be paid from unallocated formula funds.

- Motion by Anthony Damigella to approve Change Order No. 1 (Valves Project #136036), seconded by Kevin Robert Malone
- **Roll Call Vote: 4-0**

Other Business:

- Paul Landers: Electronic Signature discussion- Motion by Kevin Robert Malone, seconded by Thomas Dumas to table this until next month
- **Vote: 4-0**
- Section 8 Packet

Thomas Dumas handed out a letter from TD Bank it talks about us drawing money down. Will be brought forward to the next board meeting, January 9, 2018

Karen Bowles will be leaving her position on the board when her term is up in May 2019.

Kevin Robert Malone received two unsolicited comments about how happy they are with Paul and Framingham they were saying more has been done in two months than in 10 years. Our contract ends July 31st

The tenants really like Zack, very polite, great worker.

Discussion on lights/ceiling in community room being redone.

The Board requested that Capital Strategic Solutions come to the next board meeting to demonstrate new website and logo suggestions

Residents

The residents spoke: about snow clean up. Paul went over what he would like done in the event of a snow storm, we will provide a brochure on the rules during snow.

Smoking was brought up. This is not officially a non-smoking facility. It is being worked on, people are grandfathered. New resident leases say no smoking. Problem is being are still smoking. We will pull the Smoking Policy and bring it forward next month.

Dog poop was mentioned

Spoke of peeling paint, gutters - a company will be doing the gutters.

Next Board Meeting: January 9, 2019

- No further business to come before the board: motion by Thomas Dumas, seconded by Anthony Damigelia, to adjourn the meeting at 7:10 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