

HOLLISTON HOUSING AUTHORITY  
492 Washington Street, Cole Court  
Holliston, MA 01746  
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Regular Meeting Minutes of Holliston Housing Authority  
Place: Community Room  
Date: October 13, 2021  
Time: 6:03 pm

**1. Roll Call – Present** Fred Bray  
Thomas Dumas  
Hayley Fetrow  
Anthony Damigella

**Others Present:** Paul Landers, Janet Bibo, Jenna Milne and 5 tenants

**2. Minutes:**

- a. Upon roll call vote, motion by Commissioner Dumas, to approve the minutes of September 29, 2021, seconded by Commissioner Damigella.

**Roll call vote: 4-0**

**3. Account Payables Warrant:**

Upon roll call, motion by Commissioner Damigella to approve the account payable warrants as of October 13, 2021, seconded by Commissioner Bray.

**Roll call vote: 4-0**

- a. Financials – September
- b. 2022 Budget (Board Vote)

Jenna is here to go over the 2022 Budget:

- ❖ 4% annual increase not including utilities
- ❖ Maintenance: DLI rates come out in April
- ❖ DHCD requested Legal line item, we just received a Pilot attorney
- ❖ Went over extraordinary maintenance and health insurance
- ❖ Insurance went up \$5,000 a year, could be due to retirement
- ❖ Went over non-routine
- ❖ Reserve at 40% which is great. DHCD wants to see us at 35%
- ❖ Solar net metering will help
- ❖ Went over meeting with DHCD and re-vote of Management Agreement.

Upon roll call, motion by Commissioner Damigella to approve the 2022 Budget, seconded by Commissioner Bray. **Roll call vote: 4-0**

**4. Vacancy Report**

**5. Old Business:**

None

## 6. New Business:

- a. Motion to re-vote Management Service Agreement Amendment between Framingham Housing Authority and Holliston Housing Authority; the parties agree that the original term of the Agreement is extended by 24 months until June 30, 2023.

We had a virtual meeting with DHCD, they requested agreement be re-voted. We went over the Management Fee Calculation Worksheet and update the end date to June 30, 2023.

Upon roll call vote, motion by Commissioner Damigella, to approve the Management Service Agreement Amendment between Framingham Housing Authority and Holliston Housing Authority; the parties agree that the original term of the Agreement is extended by 24 months until June 30, 2023; seconded by Commissioner Bray.

**Roll call vote: 4-0**

## 7. Other Business

- a. Paul Landers:
  - ❖ Met with DHCD discussed expanding the scope of decks at family development to include sidewalk work, tree work and retaining walls.
  - ❖ Approved money for generator switch will take time to receive.
- b. Section 8:
- c. Holliston Housing Development Corp. –

## 8. Other appropriate Business to come before the board

## 9. Residents

- A resident would like Paul to petition town to fix sidewalks that are across the street. From the lights down to Dunkin Donuts.
- Complaints on a smoker.

## 10. Next Board Meeting: November 10, 2021

- No further business to come before the board: Upon roll call vote, motion by Commissioner Dumas, seconded by Commissioner Damigella, it was voted to adjourn the meeting at 6:41 PM.  
**Roll call vote: 4-0**

Respectfully Submitted

  
Paul O. Landers, Executive Secretary