

HOLLISTON HOUSING AUTHORITY  
492 Washington Street, Cole Court  
Holliston, MA 01746  
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Email: [Holliston.ha@verizon.net](mailto:Holliston.ha@verizon.net)

Regular Meeting Minutes of Holliston Housing Authority  
Place: Community Room  
Date: February 27, 2019  
Time: 6:00 pm

Roll Call – Present	Karen Bowles Anthony Damigella Hayley Fetrow Kevin Robert Malone
Absent	Thomas Dumas
Others Present:	Paul Landers, Janet Bibo 3 tenants

**Minutes:**

- Motion by Kevin Robert Malone to approve the minutes of January 9, 2019, as presented, seconded by Karen Bowles
- **Vote: 4-0**

**Account Payables Warrant:**

- Motion by Karen Bowles to approve the accounts payables as of February 27, 2019, seconded by Anthony Damigella
- **Vote: 4-0**

**Correspondence:**

- a. Kelvin Howell returned to work Monday, February 18<sup>th</sup>  
Paul spoke regarding putting in a GPS in the maintenance truck, it will be monitored by the FHA
- b. Open Seat on Board acknowledged in Holliston Reporter
- c. Report from Keegan Hersey, Resident Services Manager

**Old Business:**

- a. Update on kitchen Modernization, Project 136031, 667 development  
This project should start the 2<sup>nd</sup> week of March
- b. Lighting and Ceiling update  
Carpets will also be replaced in community room
- c. Website Design update
- d. Electronic Signature update
- e. Non-Smoking Policy update (Board vote)

- Motion by Karen Bowles to approve instituting smoke free housing, Non-Smoking Policy, seconded by Kevin Robert Malone
  - **Vote 4-0**
- f. Update banking signature cards  
will be brought forward next month

## 6. New Business

- a. Financial review
- b. Motion to approve the Capital Improvement 2019 Plan (Board vote)  
Discussion on porches needing to be done, they are in the Plan for next June.
  - Motion by Anthony Damigella to approve the 2020 Capital Improvement Plan, seconded by Karen Bowles
  - **Vote 4-0**
- c. Paving Project  
Seeking board approval on final-completion for the paving project fish #136028 (Board Vote)
  - Motion by Kevin Robert Malone to approve the final-completion for the paving project fish #136028, seconded by Karen Bowles
  - **Vote 4-0**

## 7. Other Business

- a. Paul Landers:  
Board would like Dedham to come once a year for update on Section 8.
- b. Section 8 Packet

**Next Board Meeting:** March 13, 2019

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

Respectfully Submitted

  
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Paul O. Landers, Executive Secretary