

HOLLISTON HOUSING AUTHORITY
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Holliston, MA 01746
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Regular Meeting of Holliston Housing Authority
Place: Community Room
Date: January 9, 2019
Time: 6:00 pm

Roll Call – Present Karen Bowles
 Anthony Damigella
 Thomas Dumas
 Hayley Fetrow
 Kevin Robert Malone

Others Present: Paul Landers, Janet Bibo
 Darlene Johnson, Betty Luser, Jane Derrick, Lillian
 Pontremoli and Cynthia Rodenhiser, Residents

Minutes:

- Motion by Anthony Damigella to approve the minutes of December 12, 2018, as presented, seconded by K. Robert Malone
- **Vote: 5-0**

Account Payables Warrant:

- Motion by Kevin Robert Malone to approve the accounts payables as of January 9, 2019, seconded by Karen Bowles
- **Vote: 5-0**

Correspondence:

- Letter from TD Bank – regrading letter of credit, informational only. The board is not interested at this time.

Old Business:

- a. Update on kitchen Modernization, Project 136031, 667 development
Motion to approve entering into a contract with 2nd low bidder in the amount of \$187,700.00 the apparent lower bidder will be rejected due to past poor performance (Board Vote).

Upon vote, Motion by Thomas J. Dumas to reject the apparent low bidder, Alpha Contracting Associates Inc. due to poor performance and reference checks by both Derby Square Architects Inc. and the Framingham Housing Authority on previous housing projects; seconded by Kevin Robert Malone; the ayes and nays were as follows:

- **Vote: 5-0**

Upon roll call vote, motion by Kevin Robert Malone to approve entering into a contract with Vareika Construction apparent 2nd low bidder in the amount of \$187,700 (base bid only); seconded by Karen Bowles; the ayes and nays were as follows:

- **Roll Call Vote: 5-0**

New Business:

a. Lighting and Ceiling Quote (Funding from Local Other) (Board Vote)

Source of Funding: land deal

- Motion by Kevin Robert Malone, seconded by Karen Bowles to approve replacing existing surface ceiling lights in the Community Room with new LED recessed lights, \$4,750.00
- **Vote 5-0**

b. Website Design presentation: Nicole Figueredo and Mike Tusino (Capital Strategic Solutions), Nicole and Mike are here from Capital Strategic Solutions to give presentation.

Other Business:

- Paul Landers: Electronic Signature discussion- Haley, within our software we upload signatures to software company. When we format check the signatures are formatted on check. When we print check the signatures will print on check, that is how it's done. As long as we are still approving warrants we will not have an issue. Haley followed up with Lisa Taylor, they do not have an issue with housing authorities utilizing electronic signatures on checks. You are approving distribution of expenses. We can have a procedure saying that the checks will be released after the warrant is approved at the board meeting.
- Motion by Kevin Robert Malone, seconded by Karen Bowles to transition to Electronic Signatures
- **Vote: 5-0**
- Section 8 Packet, discussion of government shutdown, after February no funds are obligated for Section 8, and all operating subsidy.
- Non-Smoking Lease Addendum and discussion of Non-Smoking Policy Framingham's policy was given as an example. the board would like to approve as a tentative policy, mail to residences for review, hold a public residence meeting for their input and bring forward to next meeting. Motion by Thomas Dumas, seconded by Anthony Damigella to adopt as a tentative Non-Smoking Policy, to be sent to tenants then set up meeting for public participation and recommendations and bring forward to board.
- **Vote 4-0, Abstain 1**
- Paul, we had our AUP audit this week, I was not happy with what went on so far. These were items prior to my time. The top five reporting was incorrect. Went over Asset system, we need to come up with a purchase order system, we are working on it. Segregation of duties. Procurement emergency for \$23,000 heat project up at families, we will speak with Auditor. The second heating project was also discussed, an ongoing issue, contractor was not coming back because he was not paid, he is now paid. RCAT and contractor were having issues. Kudos to Bob Hebden, Clerk of Construction he came up here last Saturday met with

Performance Plumbing and solved the whole heating project and saved us \$2,300 in a change order that this gentleman was looking for. It has been 5 months to close that out. A shout out to Bob.

- We are still without Kelvin. We are in contact with him.
- Conversation regarding Karen Bowles seat on the board opening as of May 2019.
- Paul had a meeting with the Fire Chief
- The board would like an inventory of who the signers are on the accounts and remove anyone that is unnecessary or no longer here. The two signatures would be two board members.

Residents

The residents spoke:

When do kitchens starts and what happens to tenants when it starts. Paul, waiting on contract still, need kickoff meeting, lots of behind the seen work to be done prior to starting. This could take 60 days. There will be a meeting with the tenants whom kitchens are being redone. This is called an occupied kitchen project, so no one needs to move out of their unit.

Wood porches, nails coming up. We had the nails pounded back down, we will be putting tech screws in. Contractor to clean gutters never came. Paul agreed the decks certainly need work. We are working on our capital plan. Top priority is the porches. Tenant mentioned lights under the porches are filthy and dangerous.

Next Board Meeting: February 13, 2019

- No further business to come before the board: motion by Karen Bowles, seconded by Anthony Damigelia, to adjourn the meeting at 7:46 pm
- Tom Dumas and Kevin Robert Malone will not be at the next board meeting. We will keep it the 13th we will still have a quorum.
- **Vote: 5-0**

Respectfully Submitted



Paul O. Landers, Executive Secretary