

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: September 13, 2023  
Time: 6:15 pm

Prior to the start of the meeting, Paul Landers, Executive Director, said a few words, thanking Thomas J. Dumas for his 30 years of service. Cake was served. Thomas J. Dumas left the meeting.

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

**2. ELECTION OF OFFICERS:**

Chairman  
Vice Chairman  
Treasurer  
Assistant Treasurer  
Member

Upon vote, motion by Commissioner Hayley Fetrow, seconded by Commissioner Carl Damigella, it was voted to nominate Fred Bray, Chairman of the Board; the ayes and nays were as follows.

**Vote: 4-0**

Upon vote, motion by Commissioner Carl Damigella, seconded by Commissioner Anthony Damigella, it was voted to appoint Hayley Fetrow, Vice Chairman of the Board; the ayes and nays were as follows.

**Vote: 4-0**

Upon vote, motion by Commissioner Hayley Fetrow, seconded by Commissioner Carl Damigella, it was voted to appoint Anthony Damigella, Treasurer of the Board; the ayes and nays were as follows.

**Vote: 4-0**

Upon vote, motion by Commissioner Hayley Fetrow, seconded by Commissioner Anthony Damigella, it was voted to appoint Carl Damigella, Assistant Treasurer of the Board; the ayes and nays were as follows.

**Vote: 4-0**

**ELECTION OF OFFICERS:**

Chairman	Fred Bray
Vice Chairman	Hayley Fetrow
Treasurer	Anthony Damigella
Assistant Treasurer	Carl Damigella
Member	open seat

### **3. Minutes:**

Upon vote, motion by Commissioner Hayley Fetrow to approve the August 15, 2023, minutes, seconded by Commissioner Carl Damigella

**Vote: 4-0**

### **4. Account Payable Warrant**

Upon vote, motion by Commissioner Hayley Fetrow to approve the September 13, 2023, Account Payable Warrants as presented, seconded by Commissioner Carl Damigella

**Vote: 4-0**

#### **a. Motion to approve 2024 Budget (Board vote)**

Jenna Milne, Fee Accountant was here to go over the budget:

Highlights:

- Increase is split 13% for elderly, 7% family increase. Overall, \$40,073.00, last year was 9%
- We can keep 100% of solar income, last year was 50%, this will help our reserves.
- Giving \$250.00 per unit for HVAC Maintenance, \$18,500 over all
- Requesting \$5,000 in legal fee and will reimburse if we spend that.
- Rental income increased: elderly social security increase & working families.
- Solar net, I went conservative thinking \$5,000 could be \$10,000.
- Administrative salaries increase is 7%
- Audit costs
- FHA Management Fee proposing to go up from \$77,000 to \$82,000, have never gone up, a fair increase
- Postage
- Utilities, water same, electricity up everywhere
- Other utilities, septic pumping
- Labor
- Materials, health insurance went up
- Retirement went down
- Extraordinary maintenance
- Audit – very expensive, last year was \$16,000.00.

Upon roll call vote, motion by Commissioner Anthony Damigella to approve the 2024 Budget, seconded by Commissioner Carl Damigella; the ayes and nays were as follows:

**Vote: 4-0**

### **5. Vacancy Report**

### **6. Old Business:**

### **7. New Business**

Motion to approve Amendment #12, Contract 5001, Fiscal Year 2026 formula funding in the amount of \$115,285.00.

Upon roll call vote, motion by Commissioner Hayley Fetrow, seconded by Commissioner Anthony Damigella, it was voted to approve Amendment #12, Contract 5001, Fiscal Year 2026 formula funding in the amount of \$115,285.00; the ayes and nays were as follows:

**Ayes**

Fred Bray  
Anthony Damigella  
Carl Damigella  
Hayley Fetrow

**Nays**

**8. Other Business**

a. Paul Landers –

- Flooring project
- Painting project out to bid
- Kitchens, talked to DHCD may get more funding for a few additional kitchens
- Added a POW Flag
- New American Flag

b. Section 8 –

**9. Other appropriate Business to come before the board –**

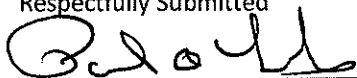
**10. Residents**

- Asked about trailers, last we knew they are gone
- Development Corp. questions

**11. Next Board Meeting: October 11, 2023**

No further business to come before the board: Upon vote, motion by Commissioner Anthony Damigella, seconded by Commissioner Carl Damigella, it was voted to adjourn the meeting at 6:57 PM.

Respectfully Submitted



Paul O. Landers, Executive Secretary