

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 Minutes
Place: Community Room
October 11, 2023

Began: 6:13

Concluded: 6:44

1. Vice Chairman shall call the meeting to order:

Roll Call:

Fred Bray - **absent**
Hayley Fetrow
Anthony Damigella
Carl Damigella

2. Approval of September 13, 2023, minutes (Board Vote):

Motion to approve minutes by Commissioner Anthony Damigella, second by Commissioner Carl Damigella (3-0 approved)

3. Approval of accounts payable warrants as of October 11, 2023 (Board Vote):

Carl asked about uniforms, Paul explained we ordered shirts for staff.

Motion to approve accounts payable warrants by Commissioner Anthony Damigella, second by Commissioner Carl Damigella (3-0 approved)

4. Financials:

- Brief discussion of solar credit and how that will be helpful to the HHA

5. Vacancy Report:

- Paul explained one vacancy we're actively trying to lease up.
- Nothing is currently under modernization.

6. Old Business:

7. New Business:

- a. Common Area Hallways:
 - Work scheduled to resume on 10/16/23

Seeking Board approval on change order #1 in the amount of \$58,599.14 for additional asbestos abatement on the hallway flooring project, J.C. Floorcovering Co., Inc.

Motion by Commissioner Anthony Damigella, second by Commissioner Carl Damigella to approve change order #1 in the amount of \$58,599.14.

(roll call vote - all 3 yes, Fred absent)

b. Exterior Painting Cole Court:

- Bid results came in yesterday, Paul explained Fox Painting has been used before
- Carl asked about exterior painting, asked if lead testing was completing to avoid issues; Paul explained that architect felt exterior painting was fine to proceed without testing
- Paul said hope is to get this project done as quickly as possible and do it this fall
- Carl asked if spraying or brush painting, Paul said they're allowed to spray and back brush it; but some painters who showed up to walkthrough didn't think spraying was the best method given the small area to be painted
- Paul explained doors will have faces painted, all columns will be painted, all shingles on porches will be painted, windows are vinyl and won't be painted, trim will all get painted, only shingles will have gray color to them, everything else white

Seeking Board approval to enter into a contract with the low bidder, Fox Painting Co., Inc. in the amount of \$52,000.00 for the exterior painting of Cole Court.

Motion by Commissioner Anthony Damigella, seconded by Commissioner Carl Damigella to approve entering into a contract with the low bidder, Fox Painting Co., Inc. in the amount of \$52,000.00 for the exterior painting of Cole Court.

(roll call - all 3 vote yes, Fred absent)

8. Other Business:

a. Paul Landers -

b. Section 8 -

9. Other appropriate Business to come before the Board:

- Update on kitchens, budget was increased so trying to do a few more kitchens with additional money from EOHLC, hoping to do 10 more kitchens (with 2 as alternates)
- Will be after holidays for this potential work to begin
- Carl discussed few resident concerns; at last tenant's meeting a resident asked about surveillance cameras, inquiring if we have the money for that; Paul explained there is currently a camera system in place, but we could look into upgrading it, monitors are in the office showing all cameras; a budget revision is an option should it be necessary for this;
- Carl brought up daylight savings and having batteries changed in all the smoke detectors

- Carl asked about servicing AC units, particularly the filters; Paul explained they were serviced last year; residents said they would like to see covers replaced for AC units
- Carl asked about resident stickers, says new tenants do not have parking stickers and there has been some tension among residents and parking spaces
- Carl said a tenant here is trimming trees, Paul explained that only staff handles tree trimming and all landscaping work
- Final thing from Carl, asking if it is possible to notify residents when contractors and subcontractors come to do work so residents are aware

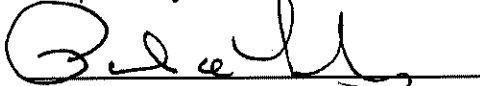
10. Residents:

- One resident asking about hallways and asbestos; Paul explained that it would be sealed off and all testing is safe; she also asked about painting and shared she doesn't think lead paint should be an issue; Board explained all requirements will be followed.
- Jane said there have been a lot of deliveries going to wrong addresses and asked for new building numbering; Paul said there will be changes and old numbers will be removed.
- Another resident reported a hole in the first building that needs to be repaired; believes squirrels from tree next to it are doing the damage; asking for tree to be removed; Paul says painter will be fixing any holes in buildings.
- A resident asked why HHA is just doing hallway and not the stairs, Paul explained that stairs were determined to be in good shape and there are financial constraints.

11. Adjournment:

Motion to adjourn made by Commissioner Anthony Damigella, second by Commissioner Carl Damigella (3-0 approved)

Respectfully Submitted



Paul Landers, Executive Secretary