

**NORTHBOROUGH HOUSING AUTHORITY**  
EQUAL HOUSING OPPORTUNITY26 VILLAGE DRIVE  
NORTHBOROUGH, MA 01532  
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING – February 9, 2022- Virtual Meeting**

Members Present: Elaine Solomon  
Rae Carlsen  
Andrew Dowd  
Rita Osborne

Members Absent: Brad Newman

Andrew Dowd was the host of the Zoom Board Meeting for the Town of Northborough. He opened by reading the following:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Housing Authority will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

The meeting was called to order at 6:00 p.m. by Chairperson Rita Osborne.

Minutes from the Regular Meeting held on January 5, 2022 were approved as by motion made by Elaine Solomon, seconded by Rae Carlsen and unanimously approved by roll call of all.

**Report of Executive Director:**

- The Northborough Housing Authority (NHA) currently has four vacant 705 family vacancies, one is off line for repairs. In addition we have four vacant elderly units. The vacancies are keeping office staff and maintenance very busy.
- Annual rent recertifications for all 667-1 and 667-2 tenants are in the process of being done. Rent changes go into effect on April 1, 2022.
- The NHA budgets 400-1 and 689-1 for fiscal year end December 31, 2022 have been approved by the Department of Housing & Community Development (DHCD).

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- A motion was made by Rae Carlsen, seconded by Andrew Dowd and unanimously approved by roll call of all to approve the Certification of Year End Financial Statements and Tenants Account Receivable Data.
- A motion was made by Rae Carlsen, seconded by Elaine Solomon and unanimously approved by roll call of all to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and Certification of Top 5 Compensation Form.
- Several projects for the NHA are moving along. They include hallway emergency lights at Colonial Village, new HVAC system at 152 East Main Street and a drainage system at 18/20 Crestwood Drive. The window project at Colonial Village has resumed and all of the remaining windows are currently being installed. New building numbers have been ordered and the door locks will be changed.
- The NHA picked up a large amount of PPE supplies including KN95 masks and cleaning products which were given from the State.
- The next meeting of the Community Preservation Committee (CPC) will be on Thursday, Feb. 10<sup>th</sup>. They will be reviewing all applications one final time. At the last meeting it appeared that our project to develop new housing was well received. The preliminary design for the parking lot is complete and shows that we can add an additional 9 spaces without disrupting the island. Seven of the spaces will be standard and 2 will be ADA accessible.

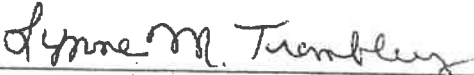
**Approval of Payment of Bills**

Disbursements for the month of February, checks # 12183 through # 12208 were approved by motion made by Andrew Dowd, seconded by Elaine Solomon and unanimously approved by roll call of all.

**Other Business to Come Before the Meeting**

If permitted by the Town of Northborough, next month's meeting will be held in person.

With no other business to discuss, Rita Osborne made a motion to adjourn at 6:40 p.m., seconded by Rae Carlsen and unanimously approved by roll call of all.

  
Lynne M. Trombley, Secretary Ex-Officio







Approved  
2/6/22