

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747

SPECIAL BOARD MEETING – June 29, 2022

Members Present: Rita Osborne
Elaine Solomon
Andrew Dowd
Brad Newman

Members Absent: Rae Carlsen

Others Present: Tenants of Colonial Village
Julie Molloy – Admin. Assist. For NHA

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

Minutes from the Regular Meeting which was held on June 1, 2022 were approved by motion made by Elaine Solomon, seconded by Andrew Dowd and so voted.

Report of Executive Director:

- The Northborough Housing Authority (NHA) currently has two vacant 667-1 units at Colonial Village (CV). The 705-1 on Emerson Road continues to remain off line for renovations and another 705-1 on Otis Street will become vacant next week.
- The NHA received an American Rescue Plan Act (ARPA) award from the Department of Housing & Community Development (DHCD) for the replacement of Federal Pacific Panels at 667-1 CV and Fire Alarm Systems for both 167-01 E. Main Street and 667-2 Heritage Village. In addition, the NHA will be receiving \$156,551 in Formula Funding which will be used to replace some needed roofs at CV and windows at Emerson Road. This will free up other committed formula funds for future use.
- All of the apartment door locks have been changed at CV. This completes the changing of locks both interior and exterior at the development.
- The Energy Audit for the NHA is complete. All 705 family tenants are entitled to replacement air conditioners for older units. In addition they will also be receiving

new overhead lights and programmable thermostats. All units with electric heat will be receiving Mitsubishi split ac/heating units.

- The NHA has contracted with Fenton, Ewald & Associates, P.C., for its fiscal year December 31, 2021 Agreed Upon Procedures Audit (AUP). All housing authorities are required to contract with a different firm after using the same firm for five (5) consecutive years.

Board Review and Approval of Capital Projects and Payments

- A motion was made by Brad Newman, seconded by Elaine Solomon and so voted to approve the change order for Cornerstone Building Services LLC in the amount of \$14,350.42. This is for some additional work required to complete fish # 215077 Front Entry Modernization at 667-1 CV.
- The Emergency Light Replacement Project at CV is complete. The Crestwood Drive Drainage Project will begin in a few weeks. The asbestos testing and plumbing engineering at Emerson Road is complete. The Engineer on this project has asked for an extension on her 100% submission of the construction documents until August 5th.

Approval of Payment of Bills

Additional disbursements for the month of June, checks # 12349 through # 12374 were approved by motion made by Brad Newman, seconded by Andy Dowd and so voted.

Employment

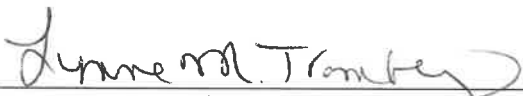
Lynne Trombley, after twenty three (23) years of service at the NHA is retiring from her position as Executive Director, effective September 16, 2022. She will be taking vacation time beginning the first week in August until her retirement date but will be working remotely for two days per week for five out of the seven weeks. She will be buying back twenty percent (20%) of her sick time as delineated in her Executive Director Contract. A motion was made by Brad Newman, seconded by Rita Osborne and unanimously approved by all to accept the terms of the Executive Director's retirement.

Other Business to Come Before the Meeting

The NHA does not regularly meet in the month of August but since the Director is retiring it was agreed that another meeting should be held to discussing the hiring process for a new Director. The next meeting date will be held on either for Wednesday, July 26th or August 3rd at 6:00 p.m. Rita Osborne will confirm the date with all Board Members as soon as it is determined.

Other attendees of the meeting were given the opportunity to comment and ask questions.

With no other business to discuss, Rita Osborne made a motion to adjourn at 6:40 p.m.



Lynne M. Trombley, Secretary Ex-Officio

