

**RECEIVED**

By Andrew T. Dowd, Town Clerk at 7:49 am, Mar 01, 2024

**REGULAR BOARD MEETING OF NORTHBOROUGH HOUSING AUTHORITY HELD ON 3 MAY 2023**

**26 VILLAGE DRIVE (COMMUNITY ROOM), NORTHBOROUGH MA 01532**

**Members Present:** Rita Osborne, Chair  
Brad Newman  
Andrew Dowd  
Rae Carlsen  
Elaine Solomon

**Members Absent:**

**Others Present:** Tenants  
NHA Staff Julie Molloy and Ron Bonney

The meeting was called to order at 4:00 PM by Chair Rita Osborne.

**Minutes Approved:**

The minutes of the regular meeting 4/5/2023, were approved, motion made by Brad Newman, seconded by Andrew Dowd

Voted unanimously.

**Approval and Payment of Bills:**

Accounts Payable Disbursements for March #12701-12731, were approved on a motion made by Rae Carlsen, seconded by Elaine Solomon

Voted unanimously.

**Report of the Executive Director:**

Sadly we had a tenant pass: Dan Sabatino (91) an Army Veteran that served in Korea

We were subject to our DHCD Inspection and received high scores. Hats off to our great Maintenance staff. We are waiting on the Desk Audit results.

We have been conducting our annual inspections with minor problems being noted and letters and work orders being performed as needed

Mark has notified us of his retirement on 1 July, we would like to thank him for 24 years of service to the authority. I have asked him about staying on as a temp to fill in for us during vacations. We will be placing an ad for his position and hope to have some cross over to allow for training and try to get ahead.

We began with 5 vacant units, rented two but are back to 5 vacant units with several applicants moving through CHAMP. We have put in for two wavers for two units. Two additional units will be transfers of existing tenants.

Julie has been focused on rent recertifications and wage matching. With some changes in CHAMP and PHA. The amount of back rent owed to the authority is staggering for a medium sized authority we have begun collecting on these back rents (28.5k and rent increases of 6,563/month)

28 Emerson Permit issued, while you have the change order before you tonight, I have not put the invoice before you since we have major issues with the quality of the workmanship. I would ask the board to consider authorizing us to negotiate the amount appropriate to the work considered acceptable.

Hot water heater for this building, the original estimate was 38k, and 21k for straight up replacement. We took a step back and did an assessment, required three quotes. These were all high. We then priced out the item itself, and installation separate. You have before you the invoice for the unit itself at \$5200.00 and we will have it installed at between 2-3K depending on some small piping and filter cost that are TBD.

Family Resident Handbook and Warm Weather Reminder updates.

May 17<sup>th</sup> for Get together here at Village Drive. 2-4PM

Andrew Dowd left at 4:27PM for Town Meeting

**Correspondence:** PHN notice 2023-4

PHN notice 2023-5

NHA Inspection Results

Certificate of Final Completion

Town of Northborough draft for goals and vision

**Any other business to come before the board:** NAHRO Sponsorship of Scholarship Golf Tournament, board approved scholarship sponsorship of \$350. Motion made by Elaine Solomon, seconded by Brad Newman.

Change order for FISH# 215103

Update of State Sanitary Code again

**Next Board meeting:** 7 June 2023

**Tenant Participation:** Kathy Nichols, Monica Osborn, Joann Laswell

Subjects Hot water Heater, Mark, Flyers, Jobs

**Adjournment:** Motion made by Elaine Solomon, seconded by Rae Carlsen. Voted unanimously @ 5:05 PM