

**RECEIVED**

By KWilber/Assistant Town Clerk at 12:15 pm, Feb 02, 2024

**NORTHBOROUGH HOUSING AUTHORITY**

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

NOTICE OF THE REGULAR MEETING OF THE NORTHBOROUGH HOUSING AUTHORITY  
TO BE HELD ON WEDNESDAY 7 FEBRUARY 2024 AT 4:00PM  
AT THE LEONARD MEMORIAL COMMUNITY ROOM

AGENDA

1. Meeting called to order
2. Approval of Regular Meeting Minutes of January 3, 2024
3. Approval of FISH#215103 Change order #3 for \$19,323.00
4. Approval of FISH#215103 Change order #4 for \$11,846.50
5. Approval of FISH#215103 payment for A/E services to Studio J2 Architecture for \$4,000.00
6. Approval of FISH#215103 Certificate of Substantial Completion
7. Approval of FISH#215103 Certificate of Final Completion
8. Approval of FISH#215109 Change order #1 for \$3,730.00 with 5 day time extension
9. Approval of FISH#215109 payment #1 for 65% of work for \$22,543.50
10. Approval of FISH#215109 Payment #2 for \$13,486.50
11. Approval of FISH#215109 A/E payment of GCE Architecture for \$1,000.00
12. Approval of accounts payable Check#12988-TBD on 2/3/24
13. Report of the Executive Director
14. Correspondence: PHN 2024-02  
PHN 2024-03
15. Budget:
  - a. Northborough 4001 Budget 2024
  - b. Regional Attorney Program FY 2024
  - c. Certification of Compliance:  
For Federal and State Lead Paint Laws  
Fiscal Year End Certification of Preparer and Executive Director  
Top Five salary schedules
  - d. Wage Match Approval Regarding Wage Match 3
16. Any other business to properly come before the board.
17. Tenant Participation
18. Next board Meeting March 6<sup>th</sup>
19. Adjournment

**REGULAR BOARD MEETING OF NORTHBOROUGH HOUSING AUTHORITY HELD ON JANUARY 3, 2023**  
**26 VILLAGE DRIVE (COMMUNITY ROOM), NORTHBOROUGH MA 01532**

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

**Members Absent:**

**Others Present:** Margaret Penno, Kathie Nichols, Monica Osborn, Louise Cami,  
Tracy Clark, Janice Wright, Diane Reynolds, Selectwoman Lisa Maselli  
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 12/6/2023, were approved, motion made by Rae Carlson, seconded by Elaine Solomon.

**Approval and Payment of Bills:**

Accounts Payable Disbursements for October # 12953 - # 12987, were approved on a motion made by Brad Newman, seconded by Rae Carlsen. Elaine Solomon asked what the payment to the town was for, Bonney responded that it was the PILOT funds for our 705 units..

Voted unanimously.

**Report of the Executive Director:**

Current 705 family wait list is 11,009, Senior and non-senior 667 list has 3,834

We have been catching up on work orders and year end items to close out 2023, you have the reports here if you like.

We are continuing to work with the EOHLC to expand our solar position and will let you know as soon as we have some action items for the board. Several of the trees we took down would have impeded the panels from being installed. We will be applying for ARPA funding for roofs being targeted for solar.

Trees have been removed, mostly to accommodate the new garden location, most of the trees were invasive sumac. Our neighbor requested we take down 6 due to their encroaching over their property. 4

of our own were taken due to safety issues and two for high maintenance issues. Bad timing but National Grid also removed several trees that were encroaching near power lines on Summer Street.

Rutland Road inspections were done on December 27<sup>th</sup>, we will be working on work orders created during that inspection.

28 Emerson is up for final inspection and should have its occupancy permit issued.

We will be at a legislative meeting on Monday for NAHRO.

ED Report: Approved on a motion made by Brad Newman, seconded by Andy Dowd.

Voted unanimously.

**Correspondence:**

Globe Article and NAHRO Issues piece.

**BOARD VOTES**

Affordable Housing Committee Creation, Chair Rae Carlsen

Approved on a motion made by Elaine Solomon, seconded by Brad Newman.

Voted unanimously.

**Any other business to come before the board:** None

**Next Board meeting:** 2024 will start with a February 7<sup>th</sup> Meeting

**Tenant Participation:**

Margaret Penno inquired about snow plowing, snow policy to be distributed to all tomorrow. Penno along with Janice Wright and Tracy Clark all complimented the tree crew about their professionalism, careful work and clean up. Wright suggested reaching out to the Northborough Growing Club to help residents with gardening instructions in the new garden. Selectwoman Maselli also suggested a Gardner to speak to the group. Monica Osborn raised a concern for a neighbor. Tracy Clark and Diane Reynolds asked about notifications.

**Adjournment:** Motion made by Elaine Solomon, seconded by Andy Dowd. Voted unanimously, meeting adjourned 5:07 PM

# APPLICATION AND CERTIFICATE FOR PAYMENT

COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

Contractor:	<u>Northeast Construction, Inc.</u>	Owner	<u>Northborough</u> Housing Authority
Street:	<u>23 Lambert Cir</u>	Street:	<u>26 Village Drive</u>
City, State, Zip:	<u>Marlboro, MA, 01752</u>	City, State, Zip:	<u>Northborough, MA 01532</u>
Telephone:	<u>508-808-2493</u>	Telephone:	<u>508-393-2408</u>
Fax:		Fax:	<u>508-393-2747</u>
Email:	<u>northeastconstructionma@gmail.com</u>	Email:	<u>ronbonney@aol.com</u>
Development No	<u>705-1C</u>	Period Ending:	<u>12/31/2023</u>
Contract for:	<u>Vacant Unit Rehab</u>	PROJECT No:	<u>215103</u>

CONTRACTOR'S APPLICATION FOR PAYMENT		Number	3
Application is made for payment, as shown below in connection with the Continuation Sheet Attached.			
1. ORIGINAL CONTRACT SUM .....	\$	<u>92,000.00</u>	
2. Net change by Approved Change Orders .....	\$	<u>3,140.00</u>	
List On Attached Continuation Sheet			
3. CONTRACT SUM TO DATE (Line 1 + Line 2) .....	\$	<u>95,140.00</u>	
4. TOTAL COMPLETED & STORED TO DATE.....	\$	<u>95,140.00</u>	
5. RETAINAGE - 5% of Total Completed and Stored to Date .....	\$-	<u>4,757.00</u>	
6. TOTAL COMPLETED LESS RETAINAGE (Line 4 — Line 5) .....	\$	<u>90,383.00</u>	
7. LESS PREVIOUS APPROVED CERTIFICATES FOR PAYMENT .....	\$-	<u>71,060.00</u>	
8. CURRENT PAYMENT DUE (Line 6 — Line 7)	\$	<u>19,323.00</u>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, that all workers used on this project have been paid in accordance with M.G.L. c. 149 §§26-27H, that all subcontractors have been paid in accordance with M.G.L. c.30 §39F, that the Contractor has complied with all applicable tax laws pursuant to M.G.L. c.62(c) §49(a), and that the current payment shown herein is now due. Acceptance of the final payment due under this contract shall operate as a release to the Owner, Department and Architect from all claims and liability.

**CONTRACTOR: Northeast Construction, Inc.**  
 By: Rick Moreira Date 12/11/2023

**ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on site observations and the data comprising the application, the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.  
**ARCHITECT/ENGINEER AMOUNT CERTIFIED** \$ 19,323.00  
**ARCHITECT/ENGINEER:** Jennifer Steffek Date 12/14/2023

**Approved:** Northborough **Housing Authority**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed: RCAT PM Regional Capital Assistance Team 2 North-East**  
 By: David Wholey Date: 12/14/2023

**EOHLC AMOUNT APPROVED** \$ 19,323.00

**Application For Payment Page 1 of 3      Payment Application Number: 3      Period to: 12/31/2023**

A Spec. Section	B Description of Work	C Scheduled Value	D Previously Approved	E Completed this Period	F Materials Stored Not in D of E	G Total Completed and Stored to Date D+E+F	H %	I Balance to Finish
00 00 00	<b>Procurement and Contracting</b>							
00 61 13	Requirements Performance and Payment Bond Form	\$2,760.00	\$2,760.00	\$0.00	\$0.00	\$2,760.00	100.00	\$0.00
02 00 00	<b>Existing Conditions</b>							
02 41 00	Demolition	\$9,200.00	\$9,200.00	\$0.00	\$0.00	\$9,200.00	100.00	\$0.00
06 00 00	<b>Wood, Plastics, and Composites</b>							
06 10 00	Rough Carpentry	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00	\$0.00
06 20 00	Finish Carpentry	\$11,000.00	\$8,000.00	\$3,000.00	\$0.00	\$11,000.00	100.00	\$0.00
06 46 00	Wood Trim	\$3,200.00	\$2,500.00	\$700.00	\$0.00	\$3,200.00	100.00	\$0.00
08 00 00	<b>Openings</b>							
08 10 00	Doors and Frames	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00	\$0.00
08 75 00	Window Hardware	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00	\$0.00
09 00 00	<b>Finishes</b>							
09 20 00	Plaster and Gypsum Board	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00	\$0.00
09 28 13	Cementitious Backing Boards	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00	\$0.00
09 30 00	Tiling	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00	\$0.00
09 60 00	Flooring	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00	\$0.00
09 65 00	Resilient Flooring	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	100.00	\$0.00
09 91 00	Painting	\$5,790.00	\$4,500.00	\$1,290.00	\$0.00	\$5,790.00	100.00	\$0.00
11 00 00	<b>Equipment</b>							
11 30 13	Residential Appliances	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00	\$0.00
12 00 00	<b>Furnishings</b>							

12 30 00	Casework	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00	\$0.00
22 00 00	<b>Plumbing</b>							
22 05 05	Selective Demolition for Plumbing	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00	\$0.00
22 41 00	Residential Plumbing Fixtures	\$7,000.00	\$2,500.00	\$4,500.00	\$0.00	\$7,000.00	100.00	\$0.00
23 00 00	<b>Heating, Ventilating, and Air Conditioning (HVAC)</b>							
23 38 00	Ventilation Hoods	\$2,350.00	\$0.00	\$2,350.00	\$0.00	\$2,350.00	100.00	\$0.00
26 00 00	<b>Electrical</b>							
26 05 05	Selective Demolition for Electrical	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100.00	\$0.00
26 50 00	Lighting	\$7,000.00	\$6,000.00	\$1,000.00	\$0.00	\$7,000.00	100.00	\$0.00
28 00 00	<b>Electronic Safety and Security</b>							
28 46 00	Fire Detection and Alarm	\$3,500.00	\$2,500.00	\$1,000.00	\$0.00	\$3,500.00	100.00	\$0.00
	<b>Change Order</b>							
	215103-CO-0001	\$3,140.00	\$3,140.00	\$0.00	\$0.00	\$3,140.00	100.00	\$0.00
		<b>\$95,140.00</b>	<b>\$74,800.00</b>	<b>\$20,340.00</b>	<b>\$0.00</b>	<b>\$95,140.00</b>	<b>100.00</b>	<b>\$0.00</b>

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES  
PROJECT DEVELOPMENT UNIT  
PAYMENT APPROVAL FORM (PAF)**

LHA: Northborough Housing Authority VC6000160595 FORM DATE: 1/22/2024

CFA/WORKPLAN: 215025001 PHASE: Construction APPROVAL DATE: 1/16/2024  
 Final  Rush  Site Related

PROJECT: 215103

DESCRIPTION: Vacant Unit Rehab

Development:	Modernization: <input checked="" type="checkbox"/>	Construction: <input checked="" type="checkbox"/>	Non-Construction:
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Vendor Name	Invoice Number	Account Number	Account Name / Description	Approved Amount
Northeast Construction, Inc.	Req #3	145001	Original Construction Contract	\$19,323.00

Dates of Service: BEGIN: 12/11/2023 END: 12/11/2023

<b>Payment Voucher Total:</b>	<b>\$19,323.00</b>
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Approved: Annie Kelley Date: 1/16/2024 Approved: Ali Makke Date: 1/16/2024  
 PAF Preparer PAF Approver

**FOR HOUSING FINANCE:**  
 (1) MMARS 1130229 (2) Project \_\_\_\_\_ (3) PROGRAM \_\_\_\_\_ 226901



# APPLICATION AND CERTIFICATE FOR PAYMENT

COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

Contractor:	<u>Northeast Construction, Inc.</u>	Owner	<u>Northborough</u> Housing Authority
Street:	<u>23 Lambert Cir</u>	Street:	<u>26 Village Drive</u>
City, State, Zip:	<u>Marlboro, MA, 01752</u>	City, State, Zip:	<u>Northborough, MA 01532</u>
Telephone:	<u>508-808-2493</u>	Telephone:	<u>508-393-2408</u>
Fax:		Fax:	<u>508-393-2747</u>
Email:	<u>northeastconstructionma@gmail.com</u>	Email:	<u>ronbonney@aol.com</u>
Development No	<u>705-1C</u>	Period Ending:	<u>1/31/2024</u>
Contract for:	<u>Vacant Unit Rehab</u>	PROJECT No:	<u>215103</u>

CONTRACTOR'S APPLICATION FOR PAYMENT		Number	4
Application is made for payment, as shown below in connection with the Continuation Sheet Attached.			
1. ORIGINAL CONTRACT SUM .....	\$	<u>92,000.00</u>	
2. Net change by Approved Change Orders .....	\$	<u>15,610.00</u>	
List On Attached Continuation Sheet			
3. CONTRACT SUM TO DATE (Line 1 + Line 2) .....	\$	<u>107,610.00</u>	
4. TOTAL COMPLETED & STORED TO DATE.....	\$	<u>107,610.00</u>	
5. RETAINAGE - 5% of Total Completed and Stored to Date .....	\$-	<u>5,380.50</u>	
6. TOTAL COMPLETED LESS RETAINAGE (Line 4 — Line 5) .....	\$	<u>102,229.50</u>	
7. LESS PREVIOUS APPROVED CERTIFICATES FOR PAYMENT .....	\$-	<u>90,383.00</u>	
8. CURRENT PAYMENT DUE (Line 6 — Line 7)	\$	<u>11,846.50</u>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, that all workers used on this project have been paid in accordance with M.G.L. c. 149 §§26-27H, that all subcontractors have been paid in accordance with M.G.L. c.30 §39F, that the Contractor has complied with all applicable tax laws pursuant to M.G.L. c.62(c) §49(a), and that the current payment shown herein is now due. Acceptance of the final payment due under this contract shall operate as a release to the Owner, Department and Architect from all claims and liability.

**CONTRACTOR: Northeast Construction, Inc.**

By: Rick Moreira Date 1/17/2024

**ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on site observations and the data comprising the application, the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT/ENGINEER AMOUNT CERTIFIED \$ 11,846.50

ARCHITECT/ENGINEER: \_\_\_\_\_ Date \_\_\_\_\_

Approved: Northborough Housing Authority

By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed:

By: \_\_\_\_\_ Date: \_\_\_\_\_

EOHLC AMOUNT APPROVED \$ 11,846.50



A Spec. Section	B Description of Work	C Scheduled Value	D Previously Approved	E Completed this Period	F Materials Stored Not in D of E	G Total Completed and Stored to Date D+E+F	H %	I Balance to Finish
<b>00 00 00</b>	<b>Procurement and Contracting</b>							
00 61 13	Requirements Performance and Payment Bond Form	\$2,760.00	\$2,760.00	\$0.00	\$0.00	\$2,760.00	100.00	\$0.00
<b>02 00 00</b>	<b>Existing Conditions</b>							
02 41 00	Demolition	\$9,200.00	\$9,200.00	\$0.00	\$0.00	\$9,200.00	100.00	\$0.00
<b>06 00 00</b>	<b>Wood, Plastics, and Composites</b>							
06 10 00	Rough Carpentry	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00	\$0.00
06 20 00	Finish Carpentry	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00	\$0.00
06 46 00	Wood Trim	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.00	\$0.00
<b>08 00 00</b>	<b>Openings</b>							
08 10 00	Doors and Frames	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00	\$0.00
08 75 00	Window Hardware	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00	\$0.00
<b>09 00 00</b>	<b>Finishes</b>							
09 20 00	Plaster and Gypsum Board	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.00	\$0.00
09 28 13	Cementitious Backing Boards	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00	\$0.00
09 30 00	Tiling	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00	\$0.00
09 60 00	Flooring	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00	\$0.00
09 65 00	Resilient Flooring	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00	\$0.00
09 91 00	Painting	\$5,790.00	\$5,790.00	\$0.00	\$0.00	\$5,790.00	100.00	\$0.00
<b>11 00 00</b>	<b>Equipment</b>							
11 30 13	Residential Appliances	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00	\$0.00
<b>12 00 00</b>	<b>Furnishings</b>							

12 30 00	Casework	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00	\$0.00
<b>22 00 00</b>	<b>Plumbing</b>							
22 05 05	Selective Demolition for Plumbing	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00	\$0.00
22 41 00	Residential Plumbing Fixtures	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.00	\$0.00
<b>23 00 00</b>	<b>Heating, Ventilating, and Air Conditioning (HVAC)</b>							
23 38 00	Ventilation Hoods	\$2,350.00	\$2,350.00	\$0.00	\$0.00	\$2,350.00	100.00	\$0.00
<b>26 00 00</b>	<b>Electrical</b>							
26 05 05	Selective Demolition for Electrical	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100.00	\$0.00
26 50 00	Lighting	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.00	\$0.00
<b>28 00 00</b>	<b>Electronic Safety and Security</b>							
28 46 00	Fire Detection and Alarm	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00	\$0.00
	<b>Change Order</b>							
	215103-CO-0001	\$3,140.00	\$3,140.00	\$0.00	\$0.00	\$3,140.00	100.00	\$0.00
	215103-CO-0002	\$12,470.00	\$0.00	\$12,470.00	\$0.00	\$12,470.00	100.00	\$0.00
		\$107,610.00	\$95,140.00	\$12,470.00	\$0.00	\$107,610.00	100.00	\$0.00

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES  
PROJECT DEVELOPMENT UNIT  
PAYMENT APPROVAL FORM (PAF)**

LHA: Northborough Housing Authority VC6000160595 FORM DATE: 1/22/2024

CFA/WORKPLAN: 215025001 PHASE: Construction APPROVAL DATE: 1/22/2024  
 Final  Rush  Site Related

PROJECT: 215103

DESCRIPTION: Vacant Unit Rehab

Development:	Modernization: <input checked="" type="checkbox"/>	Construction: <input checked="" type="checkbox"/>	Non-Construction:
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Vendor Name	Invoice Number	Account Number	Account Name / Description	Approved Amount
Northeast Construction, Inc.	Req #4	145001	Original Construction Contract	\$1,617.00
Northeast Construction, Inc.	Req #4	145002	Change Order Contingency	\$10,229.50

Dates of Service: BEGIN: 1/17/2024 END: 1/17/2024

<b>Payment Voucher Total:</b>	<b>\$11,846.50</b>
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Approved: Annie Kelley Date: 1/22/2024 Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 PAF Preparer PAF Approver

FOR HOUSING FINANCE:  
 (1) MMARS 1130229 (2) Project \_\_\_\_\_ (3) PROGRAM \_\_\_\_\_ 226979



**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES  
PROJECT DEVELOPMENT UNIT  
PAYMENT APPROVAL FORM (PAF)**

LHA: Northborough Housing Authority VC6000160595 FORM DATE: 1/22/2024

CFA/WORKPLAN: 215025001 PHASE: Construction APPROVAL DATE: 1/3/2024  
 Final  Rush  Site Related

PROJECT: 215103

DESCRIPTION: Vacant Unit Rehab

Development:	Modernization: <b>X</b>	Construction:	Non-Construction: <b>X</b>
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Vendor Name	Invoice Number	Account Number	Account Name / Description	Approved Amount
Studio J2 Architecture	2206.04	143001	A/E Basic Services	\$4,000.00

Dates of Service: BEGIN: 7/1/2023 END: 12/14/2023

<b>Payment Voucher Total:</b>	<b>\$4,000.00</b>
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Approved: Annie Kelley Date: 1/3/2024 Approved: Ali Makke Date: 1/13/2024  
 PAF Preparer PAF Approver

FOR HOUSING FINANCE:  
 (1) MMARS 1130229 (2) Project \_\_\_\_\_ (3) PROGRAM \_\_\_\_\_ 226700



**CERTIFICATE OF SUBSTANTIAL COMPLETION**  
**COMMONWEALTH OF MASSACHUSETTS**  
**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES**

Contractor	Northeast Construction, Inc.	Owner	Northborough Housing Authority
Street:	23 Lambert Cir	Street:	26 Village Drive
City, State, Zip:	Marlboro, MA, 01752	City, State, Zip:	Northborough, MA 01532
Telephone:	508-808-2493	Telephone:	508-393-2408
Fax:		Fax:	508-393-2747
Development No	705-1C	<b>PROJECT No:</b>	215103
Contract for:	Vacant Unit Rehab		

Pursuant to the General, Supplementary, and Special Conditions of the Contract Documents relative to Partial or Total Occupancy, you are hereby notified that the Housing Authority has satisfied itself that the portion(s) of the above mentioned project, as hereinafter enumerated, is (are) ready for use and or occupancy:

Identify the Buildings and/or areas to be occupied and or used: \_\_\_\_\_

The Housing Authority, through its undersigned representative hereby accepts from the Contractor, subject to contract stipulations, said portion(s) of the Project, effective 12:00 Noon on the: \_\_\_\_\_ Twelfth day of \_\_\_\_\_ December, 2023

The Contractor will be relieved of responsibility for performing further Work or supplying further materials, equipment, or other items, in accordance with the General, Supplementary, and Special Conditions of the Contract Documents (relative to partial or total occupancy), except for the following work:

Append a complete list of all incomplete and/or unsatisfactory items of the Work, which in the opinion of this Housing Authority, are attributable to the fault, negligence, or oversight of the Contractor, any subcontractors, material suppliers, agents, servants, or employees.

**NOTE: Attach one copy of the "Punch List" Items to each copy of this document.**

The Use or Occupancy of the building(s) or portion(s) of this project by the Housing Authority shall not:

- constitute acceptance of any Work not performed in accordance with the Contract Documents;
- relieve the Contractor of the liability to perform any Work required by the Contract but not completed at the time of Use and or Occupancy; nor
- relieve the Contractor of liabilities with respect to any express warranties or guarantees required by the Contract.

**CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE** **Must be completed by the Owner**  
The \_\_\_\_\_ Northborough Housing Authority met on \_\_\_\_\_ **TBD** And voted to approve this Certificate:  
Certified By: \_\_\_\_\_, Contract Officer

**Approved: Architect, Studio J2 Architecture**  
By: Jennifer Steffek Date: 1/30/2024

**Accepted: Contractor, Northeast Construction, Inc.**  
By: Rick Moreira Date: 1/30/2024

**Reviewed: RCAT PM Regional Capital Assistance Team 2 North-East**  
By: David Wholey Date: 1/31/2024



**PUNCH LIST - REVISED**

12/12/2023

**Northborough Housing Authority**

Vacant Unit Rehabilitation  
28 Emerson Road, 705-1C  
EOHLC # 215103

Northeast Construction  
23 Lambert Circle  
Marlborough, MA 01752

The job site was visited by studio J2 architects on December 7, 2023, and the following punch list items were observed:

1. Secure stove per code.
2. Install non-lockable toilet paper dispenser on exterior tile wall.
3. Provide proof that electrical boxes were installed above light fixtures.
4. Fix the closet door (near front door) so that it can open completely.
5. Provide keys for all doors.
6. Fix vent for stove exhaust.
7. Replace combined CO/smoke detectors with just smoke.
8. Install fireproofing under bathtub.

A handwritten signature in black ink, appearing to read "J. Steffek", with a long horizontal line extending to the right.

**Jennifer Steffek, Principal,**  
*studio J2 architects*

**CERTIFICATE OF FINAL COMPLETION  
COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES**

Contractor:	Northeast Construction, Inc.	Owner:	Northborough Housing Authority
Street:	23 Lambert Cir	Street:	26 Village Drive
City, State, Zip:	Marlboro, MA, 01752	City, State, Zip:	Northborough, MA 01532
Telephone:	508-808-2493	Telephone:	508-393-2408
Fax:		Fax:	508-393-2747
Development No:	705-1C	Period Ending:	
Contract for:	Vacant Unit Rehab	<b>PROJECT No:</b>	<b>215103</b>

**THE PARTIES AGREE THAT THE STATUS OF THE CONTRACT IS AS FOLLOWS:**

**I. CONTRACT TIME**

- The Date of Substantial Completion is .....
- The Date of Substantial Completion as Amended by Change Order is .....
- The Actual Date of Substantial Completion is .....
- Overrun in Contract Time .....

**II. CONTRACT SUM**

- The Original Contract Sum is ..... \$ 0.00
- The Sum of Approved Change Orders to Date is ..... \$ 0.00
- The Adjusted Contract Sum is ..... \$ 0.00

**LESS:**

- Sum of authorized payments to date ..... \$ 0.00
- Sum of other claims by Owner ..... \$ 0.00

**III. THAT APPLICATION FOR PAYMENT NO. 5 IS DUE \$ PAYABLE IN THE AMOUNT OF \$ 0.00**

**THE UNDERSIGNED CONTRACTOR HEREBY CERTIFIES THAT:**

- All Work, including work required under change order(s) \_\_\_\_\_ has been performed in accordance with the terms of the Contract.
- All changes to the Work (except minor modifications and field adjustments) have been authorized in writing by the Owner.
- All laborers and mechanics have been paid at least the minimum wage rates as set forth in the Contract, and
- There have been no claims made for infringement of any patent.
- By accepting the payment shown in line **III** above, the Contractor releases the Owner from any and all claims arising under the Contract.

**CERTIFIED: CONTRACTOR:** Northeast Construction, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized General Contractor Representative

**CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE** Must be completed by the Owner

The \_\_\_\_\_ Housing Authority met on \_\_\_\_\_ And voted to approved this Certificate:

Certified By: \_\_\_\_\_, Contract Officer

**Approved: Architect, Studio J2 Architecture**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed:**

By: \_\_\_\_\_ Date: \_\_\_\_\_



CHANGE ORDER

Owner: Northborough Housing Authority Date: 10/30/2023 Number: [redacted]
Development Number(s): 705-1C FISH No: 215109
Contractor: Aden Construction, Inc. Architect: GCE Architecture, Gwen C. Erskine
5 Duval Road 14 Rocky Woods Trail
Dudley, MA 01571 Holliston, MA 01746
Telephone No: 508-410-6408 Telephone No:
Fax: Fax:
Email: Aden.construction@yahoo.com Email:

The following change is ordered in accordance with Article 8 of the General Conditions of the Contract:

Replace existing basement windows with new "hopper Style" vinyl windows sized to fit existing openings. The cost for this work is \$3,730.00 and is broken down as follows:
Labor: 1900.00
Materials: 1830.00

Table with 3 columns: Description, Amount, Percentage. Row 1: Work described above shall increase the Contract Sum by \$ 3,730.00. Row 2: Work described above represents an increase in the Original Contract Sum of 13 %. Row 3: The effect of all Change Orders (including this one) is to increase in the Original Contract Sum by 13 %. Row 4: Work described above shall increase the Contract Time by 5 calendar days.

- The conditions hereinbefore referred to are as follows:
A. The aforementioned change and work affected thereby is subject to all contract stipulations and covenants.
B. The rights of the Owner are not prejudiced.
C. All claims against the Owner which are incidental to or a consequence of the aforementioned change are satisfied.
D. This change order is not valid until approved by the Owner, Architect, and DHCD.
E. Signature of the Contractor indicates agreement herewith, including adjustment to contract sum and/or contract time.

The above named Housing Authority met on \_\_\_\_\_ and voted to approve this Change Order:

Certified: \_\_\_\_\_
Contract Officer

Approved: Architect/Engineer
Firm: GCE Architecture
By: Gwen C. Erskine

Reviewed: Construction Advisor
Dept of Housing & Community Development
By: \_\_\_\_\_

Date: January 11, 2024
Approved: Contractor
Firm: Aden Construction Inc.
By: Jarek Groniek

Date: \_\_\_\_\_
Approved: Director of Construction Management
Dept of Housing & Community Development
By: \_\_\_\_\_

Date: 10/30/2023
Reviewed/Recommended: RCAT PM
Firm: \_\_\_\_\_
By: \_\_\_\_\_
Date: \_\_\_\_\_

Note: DHCD signatures required when cumulative change orders exceed \$10,000.



# APPLICATION AND CERTIFICATE FOR PAYMENT

Contractor: Aden Constructin Inc. To: Northborough Housing Authority  
5 Duval Rd. 26 Village Drive  
Dudley, MA 01571 Northborough, MA 01532  
 Telephone: 508-410-6408 Fax: 5089493120 Telephone: 508.393.2408 Fax: \_\_\_\_\_  
 Email: aden.construction@yahoo.com Email: \_\_\_\_\_

Development No. 28 Emerson Rd & 64 Birch Hill Period Ending: 1/9/2024

Contract for: Windows replacement FISH No: 215109

## CONTRACTOR'S APPLICATION FOR PAYMENT

Number 1

Application is made for payment, as shown below in connection with the Continuation Sheet Attached.

1. ORIGINAL CONTRACT SUM	\$	<u>32,300.00</u>
2. Net change by Approved Change Orders	\$	<u>3,730.00</u>
<small>List On Attached Continuation Sheet</small>		
3. CONTRACT SUM TO DATE (Line 1 + Line 2)	\$	<u>36,030.00</u>
4. TOTAL COMPLETED & STORED TO DATE	\$	<u>23,730.00</u>
5. RETAINAGE - 5% of Total Completed and Stored to Date	\$	<u>1,186.50</u>
6. TOTAL COMPLETED LESS RETAINAGE (Line 4 - Line 5)	\$	<u>22,543.50</u>
7. LESS PREVIOUS APPROVED CERTIFICATES FOR PAYMENT	\$	<u>0.00</u>
<b>8. CURRENT PAYMENT DUE (Line 6 - Line 7)</b>	<b>\$</b>	<b><u>22,543.50</u></b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, that all workers used on this project have been paid in accordance with M.G.L. c. 149 §§26-27H, that all subcontractors have been paid in accordance with M.G.L. c.30 §39F, that the Contractor has complied with all applicable tax laws pursuant to M.G.L. c.62(c) §49(a), and that the current payment shown herein is now due. Acceptance of the final payment due under this contract shall operate as a release to the Owner, Department and Architect from all claims and liability.

CONTRACTOR:  
Aden Construction Inc.

State of Mass County of Worcester  
 On this 9 day of Jan 2024, before me, the undersigned notary public, personally appeared, Jaroslav Gronek proved to me through satisfactory evidence which were made to be the person whose name is signed on the preceding document in my presence.

By: Jaroslav Gronek  
Jan. 9, 2024

*Jaroslav Gronek*

Notary Public: Shonderg  
My Commission expires: 12-30-24



SHANNON B. LONDERGAN  
Notary Public, Commonwealth of Massachusetts  
My Commission Expires Dec. 20, 2024

## ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on site observations and the data comprising the application, the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT/ENGINEER AMOUNT CERTIFIED.....\$ 22,543.50

By: Gwen C. Erskine Date January 11, 2024

Title Gwen Erskine, Architect

Attach an explanation if the amount certified differs from the amount claimed due by the Contractor on line 8 above. Initial all figures on the application and any continuation sheet that changed in accordance with M.G.L. c.30 §39K.

Northborough Housing Authority

DHCD Construction Advisor:

DHCD - Director Construction Management

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DHCD AMOUNT APPROVED \$ \_\_\_\_\_

A Spec. Section	B Description of Work	C Scheduled Value	D Previously Approved	E Completed this Period	F Materials Stored Not in D or E	G Total Completed and Stored to Date D+E+F	H %	I Balance to Finish
	DHCD# 215109 Window Replacement 28 Emerson Rd 64 Birch Hill Rd							
1.	General condition	3,200.00	0.00	1,600.00		1,600.00		1,600.00
2.	New windows	21,700.00	0.00	13,000.00		13,000.00		8,700.00
3.	Vinyl siding	800.00	0.00	800.00		800.00		0.00
4.	2 windows infill	1,200.00	0.00	1,200.00		1,200.00		0.00
5.	Overhead and profit	5,400.00	0.00	3,400.00		3,400.00		2,000.00
6.	Change order #1	3,730.00	0.00	3,730.00		3,730.00		0.00
	Total:	36,030.00	0.00	23,730.00		23,730.00	65%	12,300.0

# APPLICATION AND CERTIFICATE FOR PAYMENT

Contractor: Aden Constructin Inc. To: Northborough Housing Authority  
5 Duval Rd. 26 Village Drive  
Dudley, MA 01571 Northborough, MA 01532  
Telephone: 508-410-6408 Fax: 5089493120 Telephone: 508.393.2408 Fax: \_\_\_\_\_  
Email: aden.construction@yahoo.com Email: \_\_\_\_\_  
Development No. 28 Emerson Rd & 64 Birch Hill Period Ending: 1/27/2024  
Contract for: Windows replacement FISH No: 215109

## CONTRACTOR'S APPLICATION FOR PAYMENT

Number 2

Application is made for payment, as shown below in connection with the Continuation Sheet Attached.

1. ORIGINAL CONTRACT SUM	\$	<u>32,300.00</u>
2. Net change by Approved Change Orders	\$	<u>3,730.00</u>
List On Attached Continuation Sheet		
3. CONTRACT SUM TO DATE (Line 1 + Line 2)	\$	<u>36,030.00</u>
4. TOTAL COMPLETED & STORED TO DATE	\$	<u>36,030.00</u>
5. RETAINAGE - 5% of Total Completed and Stored to Date	\$	<u>0.00</u>
6. TOTAL COMPLETED LESS RETAINAGE (Line 4 — Line 5)	\$	<u>36,030.00</u>
7. LESS PREVIOUS APPROVED CERTIFICATES FOR PAYMENT	\$	<u>22,543.50</u>
<b>8. CURRENT PAYMENT DUE (Line 6 — Line 7)</b>	<b>\$</b>	<b><u>13,486.50</u></b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, that all workers used on this project have been paid in accordance with M.G.L. c. 149 §§26-27H, that all subcontractors have been paid in accordance with M.G.L. c.30 §39F, that the Contractor has complied with all applicable tax laws pursuant to M.G.L. c.62(c) §49(a), and that the current payment shown herein is now due. Acceptance of the final payment due under this contract shall operate as a release to the Owner, Department and Architect from all claims and liability.

CONTRACTOR:  
Aden Construction Inc.

By: Jaroslaw Grodek  
Jan. 27, 2024

*Jaroslaw Grodek*  
**TAMMY L. GUSTAFSON**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
October 27, 2028

State of Massachusetts County of Worcester  
On this 20<sup>th</sup> day of January, 2024 before me, the undersigned notary public,  
personally appeared,  
me proved to me through satisfactory evidence which were  
his Driver's license to be the person whose name is signed on the  
preceding document in my presence  
Notary Public: *Tammy L Gustafson*  
My Commission expires: October, 27 2028

## ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on site observations and the data comprising the application, the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT/ENGINEER AMOUNT CERTIFIED.....\$ \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Attach an explanation if the amount certified differs from the amount claimed due by the Contractor on line 8 above.  
Initial all figures on the application and any continuation sheet that changed in accordance with M.G.L. c.30 §39K.

Norhborough Housing Authority

DHCD Construction Advisor:

DHCD - Director Construction Management

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DHCD AMOUNT APPROVED \$ \_\_\_\_\_

**Continuation Sheet**

Page **of**

Payment Application Number: **2**

Period to: 1/27/2024

A Spec. Section	B Description of Work	C Scheduled Value	D Previously Approved	E Completed this Period	F Materials Stored  Not in D or E	G Total Completed and Stored to Date D+E+F	H %	I Balance to Finish
	DHCD# 215109 Window Replacement 28 Emerson Rd 64 Birch Hill Rd							
1.	General condition	3,200.00	1,600.00	1,600.00		3,200.00		0.00
2.	New windows	21,700.00	13,000.00	8,700.00		21,700.00		0.00
3.	Vinyl siding	800.00	800.00	0.00		800.00		0.00
4.	2 windows infill	1,200.00	1,200.00	0.00		1,200.00		0.00
5.	Overhead and profit	5,400.00	3,400.00	2,000.00		5,400.00		0.00
6.	Change order #1	3,730.00	3,730.00	0.00		3,730.00		0.00
	<b>Total:</b>	36,030.00	23,730.00	12,300.0		36,030.00	100%	0.00

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES  
PROJECT DEVELOPMENT UNIT  
PAYMENT APPROVAL FORM (PAF)**

LHA: Northborough Housing Authority VC6000160595 FORM DATE: 1/16/2024

CFA/WORKPLAN: 215025001 PHASE: Construction APPROVAL DATE: 1/12/2024  
 Final  Rush  Site Related

PROJECT: 215109

DESCRIPTION: ARPA FF: Replace Windows

Development:	Modernization: <b>X</b>	Construction:	Non-Construction: <b>X</b>
--------------	-------------------------	---------------	----------------------------

Vendor Name	Invoice Number	Account Number	Account Name / Description	Approved Amount
GCE Architecture	215109-04	143001	A/E Basic Services	\$1,000.00

Dates of Service: **BEGIN: 10/3/2023** **END: 1/11/2024**

<b>Payment Voucher Total:</b>	<b>\$1,000.00</b>
-------------------------------	-------------------

Approved: Annie Kelley Date: 1/12/2024 Approved: Ali Makke Date: 1/13/2024  
 PAF Preparer PAF Approver

**FOR HOUSING FINANCE:**  
 (1) MMARS 1130229 (2) Project \_\_\_\_\_ (3) PROGRAM \_\_\_\_\_ 226863





ARCHITECTURE

**Invoice 215109-04**  
Northborough Housing Authority  
Northborough, MA

Submitted To: Ron Bonney  
Northborough Housing Authority  
Northborough, MA

Date: January 1, 2024

Project: 215109 APRA FF Window Replacement @ 705-1C & 705-1D

Prepared By: Gwen C. Erskine RA  
GCE Architecture  
14 Rocky Woods Trail  
Holliston, MA 01746

**Professional Services:** Professional Services rendered for **half-way through construction** per the Scope of Services agreement executed by RCAT on 5/17/2023.

**Schematic Design**

**This Invoice**

Total fixed fee: \$ 2,000.00  
Remaining to be billed: (\$ 0.00)  
Current invoice: \$ 0.00

**100% Construction Documents**

Total fixed fee: \$ 2,000.00  
Remaining to be billed: (\$ 0.00)  
Current invoice: \$ 0.00

**Bidding**

Total fixed fee: \$ 1,000.00  
Remaining to be billed: (\$ 0.00)  
Current invoice: \$ 0.00

**Construction Administration (4 site visits max)**

Total fixed fee: \$ 2,000.00  
Remaining to be billed: (\$ 1,000.00)  
Current invoice: **50%** \$ 1,000.00

**\$ 1,000.00**

**Warranty Inspection**

Total fixed fee: \$ 1,000.00  
Remaining to be billed: (\$ 1,000.00)  
Current invoice: \$ 0.00

**Extra Services (Hourly as noted)**

Hourly upon request (\$135.00/hour) \$ 0.00  
Site visits or meetings (@\$400 per) \$ 0.00

**Total** \$ 8,000.00 **\$ 1,000.00 Due**

**EXECUTIVE DIRECTOR/BOARD APPROVAL REGARDING WAGE MATCH, v3**

(SIGN AND RETURN THIS DOCUMENT TO HLC ANNUALLY, ALONG WITH A LIST OF ALL EMPLOYEES AUTHORIZED TO REQUEST AND RECEIVE INFORMATION PROVIDED THROUGH WAGE MATCH)

Executive Director/Board Approval

Your signature below indicates you have read and thoroughly understand the contents of Public Housing Notice 2023-03 and 2019-16. It indicates that all authorized employees at your housing authority have read and signed:

1. Wage Match Acknowledgement Regarding Confidentiality of Information
2. DOR Disclosure and Security Training for Safeguarding Information, and
3. Your authority has these signed acknowledgements on file

for Fiscal Year 2024.

Please note that the Acknowledgements include a summary of the law and other information.

7 February 2024

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Northborough Housing Authority

7 February 2024

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

**Northborough Housing Authority LHA Fiscal Year End 2023**

**Regular Meeting on 7 February 2024 4:00PM 26 Village Dr. Northborough MA 01532**

**Members Present:**

**Members Absent:**

**Others Present:**

**Certification of Compliance with Notification Procedures for  
Federal and State Lead Paint Laws**

We, the undersigned members of the Northborough Housing Authority, do hereby certify that the Northborough Housing Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F *"Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,"*
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E *"Residential Property Renovation,"* and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00.

and that the Northborough Housing Authority is maintaining proper record-keeping related to such requirements.

\_\_\_\_\_  
Secretary, Ex Officio

\_\_\_\_\_  
Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed this 7<sup>th</sup> day of February 2024

**Certification of Top 5 Compensation Form**



# Fiscal Year End Certification of Preparer and Executive Director

Northborough Housing Authority LHA Fiscal Year End: 12/31/2023

Financial Statements and applicable supporting pages are submitted to the Northborough Housing Authority.

Gordon Griffi, LLC

Cheryl Roan

24 January 2024

Prepared By

Name/Title

Date

I declare that all facts and information contained in this Financial Statements are true, correct and complete to the best of my knowledge and belief and that the above statement fairly and accurately represents the financial position of the developments for this period. This report has been provided to and presented to the Northborough Housing Authority Board of Commissioners in accordance with the provisions of Section 6A of Chapter 268 of the Massachusetts General Law.

Ronald Bonney

Executive Director

7 February 2024

Name

Executive Director/Title

Date

By completing this page, the Northborough Housing Authority Board Members and Executive Director certify under pains and penalties of perjury that the Board Members have been provided with a copy of the Top 5 Compensation Form Submitted to DHCD for Northborough Housing Authority for fiscal year ending 12/31/2023 and that the information presented is true, correct and complete to the best of our knowledge. The Department of Housing and Community Development will pursue any and all legal action for any false statements. False statements may be subject to criminal and/or civil penalties.

### Certification of Year End Financial Statements and Tenants Accounts Receivables Data

On behalf of the Northborough Housing Authority, we certify under pains and penalties of perjury that the facts and information provided in the attached year-end financial statements and tenants accounts receivables application data for the following programs \_\_\_\_\_ for the fiscal year ending 12/31/2023 are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the physical condition of the development and the Housing Authority for this period. We understand that it is incumbent upon each of us to exercise appropriate care and diligence in reviewing and approving the financial statements and tenants accounts receivables application data.

**Note: If ALL board members do not sign below, this form will not be accepted by DHCD and will be returned to the LHA for re-submittal.**

Certify to Both	Certify to Top 5 Only	Certify to Financial Statements and Tenants Accounts Receivables Application Data Only	Decline to Certify to Both	Board Members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
				Chairperson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

\_\_\_\_\_  
Secretary, Ex Officio

Signed this 7<sup>th</sup> day of February 2024

# Fiscal Year End Forms And Certifications

## Northborough Housing Authority

### Top 5 Compensation Form

#### Fiscal Year: 2023

Below please enter the compensation information requested for the Top 5 highest paid employees from all funding sources. Information must be provided at the LHA's Fiscal Year End and represents the ACTUAL compensation received for the entire year. NOT the budgeted amount. Not submitting this form will prevent the LHA from submitting their year-end operating statements. The position you need to select is not available in the dropdown below, it is because your Budget "Schedule of All Positions and Salaries" does not include this position. As long as it is no later than the first (1st) day of the eleventh (11th) month of the LHA's current fiscal year, please submit a budget revision with this new position, and it will then appear in the dropdown as a position for the Top 5 Highest Compensation Form below. However, if it is past that date, please reach out to the Finance Manager at DHCD. You are obligated to report all income received for the Fiscal Year - if you are unclear on where to report a certain type of income, please contact your HMS.

Position	Base Salary			Management Services Agreements and Other Management Contracts			Over Time			Other Compensation			Total Compensation	Composite Amount From Budget	% Change in Total Salary From Budget *
	State	Federal	Other	State	Federal	Other	State	Federal	Other	State	Federal	Other			
Regional Attorney account 4130	116,634	0	0	0	0	0	0	0	0	0	0	0	116,634	116,741	-0.1%
Executive Director	68,861	0	2,400	0	0	0	0	0	0	0	15,000	0	86,261	80,556	-11.5%
Maintenance Mechanic/Laborer	72,470	0	0	0	0	0	0	0	0	0	0	0	75,865	64,501	12.4%
Maintenance Person	55,510	0	0	0	0	0	0	0	0	0	0	0	60,889	56,909	-2.5%
Administrative Clerk	58,510	0	0	0	0	0	0	0	0	0	0	0	60,044	57,388	2%

Please consult the IRS for more information on how to assign value to these items.  
 per DHCD Budget Guidelines, executive directors must not receive longevity payments from any source.  
 The percentage change calculates the variance, if any, between budgeted and actual salary, which is comprised of base salary and management services agreements / other management contracts, only.

Who Completed this form ? If Fee Accountant, Please list name: **Gordon|Griffin, LLC**  
 What information did you reference to fill in the information above? **Paychex Employee Earnings Record**  
 Comments