

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



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REGULAR BOARD MEETING- December 2, 2020 – Virtual Meeting

Members Present: Andrew Dowd
Rita Osborne
Rae Carlsen
Elaine Solomon

Members Absent: Brad Newman

Others Present: James Griffin, CPA

Andrew Dowd, Town Clerk was the host of the Zoom Board Meeting. Mr. Dowd began 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.

James Griffin, CPA for Northborough Housing Authority (NHA) presented the fiscal year end 12/31/2021 operating budget. All board members were given the opportunity to ask questions. The NHA continues to be in good standing and receives subsidy only for the Legal Pilot Program. The Executive Director's salary remains frozen in accordance to Department of Housing & Community Development (DHCD) Executive Director Salary Guidelines. The administrative salary will be increased by 3% and the maintenance employees hourly increases will be determined by the Department of Labor Standards (DLS) on April 1, 2021. The Allowable Non-Utility Expense Level (ANUEL) has been reduced by 4% due to the economic impacts of the Covid-19 pandemic and other financial and operational challenges currently being faced by housing authorities.

A motion was made by Rae Carlsen seconded by Andrew Dowd and unanimously approved by roll call of all to approve the fiscal year end December 2021, 400-1 and 689-1 annual operating budgets.

Minutes from the Annual Meeting held on October 6, 2020 were approved as presented by motion of Andrew Dowd, seconded by Rae Carlsen and unanimously approved by roll call of all.

Report of Executive Director:

- The Northborough Housing Authority (NHA) currently has one vacant 705 family unit on Crestwood Drive. It was necessary to pull a second list from Champ and one hundred applicants are being screened.
- The community room at Colonial Village has been painted and the new furniture has arrived. Quotes for new plank flooring are currently being obtained.
- The Security Camera Project for Rutland Road and Heritage Village is complete. All cameras are up and running.
- The Director paid maintenance staff hazard pay from the funds distributed to housing authorities by DHCD for covid relief. Maintenance staff has reported to work and gone into apartments daily throughout this pandemic. The Director also gave a check to her assistant who has worked primarily in the office and not from home.
- The Director provided additional information as requested by the office of Gary Depace, CPA for the ongoing Agreed Upon Procedures (AUP) audit. This audit for the fiscal year end December 31, 2019 is being done virtually this year due to the current health crisis.
- The Director's Contract of Employment was returned by DHCD with a request for additional information.

Board review and approval of capital projects and payments

- A motion was made by Elaine Solomon, seconded by Rae Carlsen and unanimously approved by roll call of all to approve Cornerstone Building Services, LLC of Holyoke MA as the lowest qualified bidder. This is for the Front Entry Modernization, Colonial Village 667-1, DHCD Project #215077 in the amount of \$208,625.
- A motion was made by Rae Carlsen, seconded by Elaine Solomon and so voted to approve Zander Corporation of Middleboro, MA as the seconded lowest bidder in the amount of \$25,800.00. This is for the 96 Northgate Kitchen Upgrades, DHCD Fish # 215081. The lowest bidder who was issued the contract at the start of the pandemic, no longer wants the job.

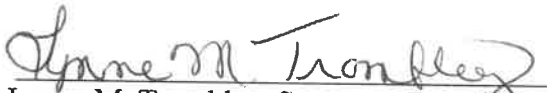
- Discussion took place regarding employee unused vacation time which cannot be carried over in accordance to the NHA Personnel Policy. A motion was made by Elaine Solomon, seconded by Andrew Dowd and unanimously approved by roll call of all, to allow an NHA employee to carry five days of vacation time over this year. This vacation time which is being authorized to carry over this year due to the Covid pandemic, must be used by the last day of January 2021.

Approval of Payment of Bills

Disbursements for the months of November and December, checks # 11703 through #11760 were approved by motion made by Andrew Dowd, seconded by Elaine Solomon and unanimously approve by roll call of all.

Other Business to Come Before the Meeting

With no other business to discuss, Rita Osborne motioned to adjourn at 7:05 p.m.


Lynne M. Trombley, Secretary Ex-Officio

Unanimously
approved
1/6/21

