

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



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

REGULAR BOARD MEETING- April 7, 2021 – Virtual Meeting

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

Andrew Dowd, Town Clerk was the host of the Zoom Board Meeting for the Town of Northborough.

Rita Osborne, Chairman for the Northborough Housing Authority 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.

Minutes from the Regular Meeting held on February 6, 2021 were approved as presented by motion of Elaine Solomon, seconded by Andrew Dowd 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 and two vacant 667 units, one at Colonial Village and the other at Heritage Village. An offer has been made and accepted at Crestwood Drive.
- The Department of Housing & Community Development (DHCD) approved the NHA request for covid vaccines. All residents and staff of the NHA were offered opportunity to sign up for the Moderna vaccine. Vaccines were administered at the Northborough Senior Center. The first clinic was held on March 5th and the second on April 2nd. A special thank you to Kristin Black and members of the Northborough Fire Department for all of their help in making this clinic possible.

Minutes page (2) 4.7.2021

- The Director provided each Board Member with a copy of the results from the NHA Agreed upon Procedures (AUP) for the period ending December 31, 2019. The report was discussed and Board Members were given the opportunity to ask questions.
- The NHA 400-1 and 689-1 annual operating budgets for fiscal year December 31, 2021 have been approved by DHCD.
- The NHA will be having Performance Management Review (PMR) remotely on April 14th. This audit will be for the fiscal year ending December 31, 2020.

Board review and approval of capital projects and payments

- The front entry modernization project 667-1 at Colonial Gardens will be starting soon. The contractor currently has most of his materials. Construction projects have been experiencing longer than normal back order delays resulting from the Covid pandemic.
- The kitchen renovation project at 96 Northgate will begin when the cabinets arrive to the contractor.
- The HVAC overhaul project for 3 North Street is currently out to bid. This project will include removal and replacement of two air source heat pump systems including ducted fan coil units. The will also be Removing and replacing two tank type water heaters. Sealed bids are due by Thursday, April 15th.
- The scope of work for the Colonial Village 667-1 hallway emergency lights has currently been submitted to DHCD for review and approval.
- The Director has had a couple of meetings to discuss the maintenance garage project. The first meeting was with the architect and DHCD staff. It was determined that there are two available options for construction; a single story garage for \$215,000 and two story garage for \$290,000. After looking at the plans for both options and discussing it with maintenance employees, a second meeting was held. At this meeting it was determined that having only a one story garage would not provide sufficient space and the second story was necessary. The Director will speak with DHCD project management to confirm what portion of the funding for this project will come from formula funding and how much will have to come from NHA reserves.
- The Director submitted a Surplus Land Grant Application to Mass Housing Partnership (MHP). If the grant is approved, the NHA will receive up to \$25,000 for a feasibility study of the vacant land at Colonial Village. The Director will be attending

a virtual meeting with Laura Shufeldt from MHP tomorrow to discuss the details of the project.

Approval of Payment of Bills

Disbursements for the months of March and April, checks # 11845 through #11910 were approved by motion made by Rae Carlsen, seconded by Brad Newman and unanimously approved by roll call of all.

Other Business to Come Before the Meeting

With no other business to discuss, Rita Osborne motioned to adjourn at 6:30 p.m.



Lynne M. Trombley, Secretary Ex-Officio

approved
unanimously
3/5/21

