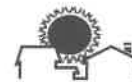


**NORTHBOROUGH HOUSING AUTHORITY**

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE  
NORTHBOROUGH, MA 01532  
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING-February 5, 2020**

Members Present: Brad Newman  
Rae Carlsen  
Elaine Solemon

Members Absent: Andrew Dowd  
Rita Osborne

The meeting was called to order at 6:00 p.m. by motion made by Vice chairperson, Brad Newman.

Minutes from the Regular Meeting held on January 8, 2020 were approved as presented by motion of Rae Carlsen, seconded by Brad Newman and so voted.

**Communications Received**

Maintenance Reports for January 2020  
Financial Reports for the Period Ending December 2019

**Executive Director's Report:**

- The Northborough Housing Authority (NHA) currently has four vacant 667-1 units. Two of the units are first floors and internal transfers will be made. This will result in two more units opening up.
- Forty five new sprinkler heads have been installed at our group home at 152 East Main Street. This work was required by the Northborough Fire Department because the sprinkler heads were close to 60 years old. The Director requested Health & Safety funds from the Department of Housing & Community Development (DHCD) to cover the cost of this project.
- The Director presented Fiscal Year End Forms and Certifications to the Board to be approved and signed. A motion was made by Rae Carlsen, seconded by Brad Newman and so voted to approve the Top 5 Compensation Form, the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and the Certification of Year End Financial Statements and Tenants Account Receivables Data for the period ending December 31, 2019.

- David Cann, architect for DHCD was here on January 16th to access the scope of work for the front entry modernization project at Colonial Village. This large project will include replacing all eighteen entrances with new doors, windows, panels and trim.
- The Facilities Condition Assessment of the NHA performed by EBI Consulting was done on January 21<sup>st</sup>. The information collected was very specific and detailed and units were inspected. The purpose of the assessment is to update inventory of building and site components at each site. This information will be entered into the capital planning system to assure accuracy in planning future capital projects.
- Annual rent redetermination paperwork has been sent out to all 667-1 and 667-2 residents at Colonial and Heritage Village. Rent changes will go into effect on April 1, 2020.
- The Director submitted the 2019 Annual Town Report to the Board of Selectmen's Office.
- Board member Andrew Dowd's term on the NHA will expire on April 30, 2020. The Director has recommended that Mr. Dowd be reappointed for another full term. The term he just completed was interim.
- Final approval for the construction of the maintenance garage has been granted by DHCD. The architect will begin preparing bid documents.

**Approval of Payment of Bills**

Disbursements for the month of February, checks # 11432 through #11457 were approved by motion made by Rae Carlsen, seconded by Elaine Solomon and so voted.

**Other Business to Come Before the Meeting**

With no other business to discuss, Brad Newman motioned to adjourn at 6:35 p.m. The NHA regular board meeting will be held on March 6, 2020.



Lynne M. Trombley, Secretary Ex-Officio



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