

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING-March 4, 2020**

Members Present: Andrew Dowd
Rita Osborne
Elaine Solemon

Members Absent: Brad Newman
Rae Carlsen

The meeting was called to order at 6:00 p.m. by motion made by chairperson, Rita Osborne.

Minutes from the Regular Meeting held on February 5, 2020 were approved as presented by motion of Elaine Solomon seconded by Andy Dowd and so voted.

Communications Received

Maintenance Reports for February 2020

Financial Reports for the Period Ending January 31, 2020

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has three vacant 667-1 units.
- The Director will be receiving an award for FY20 Health & Safety funds from the Department of Housing & Community Development (DHCD) in the amount of \$55240.00. The funds are for the replacement of forty five (45) sprinkler heads at East Main Street and the replacement of three (3) roofs at Rutland Road.
- Two projects have gone out to bid; the kitchen replacement at 96 Northgate and the front end modernization at Heritage Village.
- The Director received a Public Records Request from the Boston Globe. The request is for payroll data, budgets, annual reports and waiting lists information for the years 2017, 2018 and 2019. This request has been made to most Housing Directors throughout the state of Massachusetts.
- All Housing Authorities have been told by the Department of Housing & Community Development (DHCD) that they will be required to submit an Annual Plan (AP). They have developed software similar to that used with the Capital Improvement Plan (CIP). There are nine sections to be completed within the plan. Each Housing Authority will be required to take an online training to prepare for this. The trainings will be based upon fiscal year end.

- The Director presented two policies for Board discussion; Lockout and No Smoking.

The First policy discussed was Lockout. The Director received a letter from Chief Parenti the Chief of the Northborough Fire Department. For many years, tenants have had the privilege of calling the fire department for a lockout. Chief Parenti explained that the calls have increased and it was putting a burden on the department. The new policy states that lockouts will be handled after hours by the on call emergency person at the NHA and not the fire department. Since these calls involve a maintenance person coming in and being paid overtime for the lockout, tenants will be charged a fee. The policy strongly encourages each resident to give a spare key to a relative, friend, or trusted neighbor.

A motion was made by Elaine Solomon, seconded by Andrew Dowd and so voted to approve the Lockout Policy as written.

The second policy under review was the No Smoking Policy. The Director presented an amendment to the existing policy that was adopted on April 1, 2017. The amendment to the policy includes language for penalties with non-compliance associated with the No Smoking Policy.

A motion was made by Andrew Dowd, seconded by Elaine Solomon and so voted to approve the amendment to the No Smoking Policy as written.

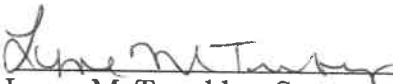
Approval of Payment of Bills

Disbursements for the month of March, checks # 11457 through #11482 were approved by motion made by Elaine Solomon, seconded by Andrew Dowd and so voted.

Other Business to Come Before the Meeting

Andrew Dowd will keep us informed on any conditions implemented by the Town of Northborough in regard to the Corona Virus.

With no other business to discuss, Rita Osborne motioned to adjourn at 7:05 p.m. The NHA regular board meeting will be held on April 1, 2020.



Lynne M. Trombley, Secretary Ex-Officio

Approved virtually on 5/6/20
by Rita Osborne
Elaine Solomon
Andrew Dowd

