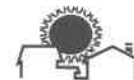


NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING-May 6, 2020 – Virtual Meeting**

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

Members Absent: None

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 motion made by chairperson, Rita Osborne.

Minutes from the Regular Meeting held on March 4, 2020 were approved as presented by motion of Elaine Solomon seconded by Andrew Dowd, yea Elaine Solomon. Brad Newman and Rae Carlsen abstained from the vote because they were not present at the March 4th meeting.

Report of Executive Director:

- The Northborough Housing Authority (NHA) currently has two vacant units at Colonial Village 667-1, both have offers on them.
- The Rutland Road roof project has gone out to bid, there are three roofs to be done. Bids are due on May 20, 2020.
- The Northborough Housing Authority Fiscal Year End Budget for December 31, 2020 has been approved by the Department of Housing & Community Development (DHCD).

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- The Director has been following guidance in regard to how to conduct business during this pandemic through public housing notices administered by DHCD. Units continue to be leased up with social distancing in place. All eviction and housing court hearings are on hold and there are guidelines in place for adjusting rents during this time. The Director and her assistant Julie continue to work some hours at home and scatter shifts in the office. Office staff are available daily by phone or email but no in person meetings are held other than lease ups. The laundry rooms are open but the community rooms and public bathrooms remain closed for the safety of our residents. Maintenance staff continue to come in daily to clean and sanitize, handle work orders that are emergency, prepare vacant units for occupancy and work outside on the grounds.
- The Director is waiting for National Grid to install an electric meter on the outside of building # 6-8 Rutland Road. Once that work is complete and we are able to have internet access, we will then proceed with the installation of security cameras.
- Ray Falke, the architect who is working on finalizing the plans for the maintenance garage has informed me that in accordance to code, the garage may need to have a bathroom. If we are to include any programmatic space other than garage (office on the second floor), we would need to include a bathroom. The other option would be to have storage only. This will require a topographical survey and site plan for plumbing before we can make a decision.

Board review and approval of capital projects and payments

- A motion was made by Rae Carlson, seconded by Brad Newman, yea Elaine Solomon, yea Andrew Dowd and yea Rita Osborne to approve Cornerstone Construction and Remodeling as the lowest bidder. They were the lowest qualified bidder in the amount of \$24,400.00 for DHCD Fish # 215078, Front Entry Modernization at Heritage Village 667-2. Gwen Eskine of GCA Architecture has checked references and reported them all to be favorable.
- A motion was made by Andrew Dowd, seconded by Brad Newman, yea Rae Carlsen, yea Elaine Solomon, and yea Rita Osborne to approve the Certificates of Substantial and Final Completion for Vareika Construction Inc. This is for DHCD Fish # 215070, Window Replacement at Heritage Village, 667-2.
- A motion was made by Elaine Solomon, seconded by Andrew Dowd, yea Brad Newman, yea Rae Carlsen and yea Rita Osborne to approved Site Improvements Inc. as the lowest bidder. They were the lowest qualified bidder in the amount of \$58,679.00 for DHCD Fish # 215706, for paving site improvements at various scattered site locations. References have been checked and all required documents are in place.

Approval of Payment of Bills

Disbursements for the months of April and May, checks # 11483 through #11540 were approved by motion made by Rae Carlsen, seconded by Andrew Dowd, yea Brad Newman, yea Elaine Solomon and yea Rita Osborne.

Other Business to Come Before the Meeting

The Northborough Affordable Housing Corporation (NAHC) is decreasing the rent by \$50.00 for the four tenants who reside in #1A-1D Centre Drive. The lease which is renewed yearly will remain in effect July 1, 2020 – June 30, 2021.

If all remains the same, next month's regular meeting will again be scheduled on Zoom. The next board meeting will be held on June 3, 2020.

The Director will put up signs in common areas enforcing the Governor's order to wear masks.

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



Lynne M. Trombley, Secretary Ex-Officio

*Approved
virtually*

