

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING- September 2, 2020 – Virtual Meeting**

Members Present: Andrew Dowd
Rita Osborne
Brad Newman
Rae Carlsen

Members Absent: Elaine Solomon

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.

The Public Hearing for Northborough Housing Authority's (NHA) Proposed Annual Plan for Fiscal Year 2021 was scheduled for 6:00 p.m. There were no comments from residents or the general public.

A motion was made by Rita Osborne, seconded by Brad Newman, yea Andrew Dowd and yea Rae Carlsen to approve the NHA Fiscal Year 2021 Annual Plan as written.

Minutes from the Regular Meeting held on June 3, 2020 were approved as presented by motion of Andrew Dowd, seconded by Rita Osborne and yea Rae Carlsen.

Report of Executive Director:

- The Northborough Housing Authority (NHA) currently has one vacant 705 family unit on Crestwood Drive. This unit is being evaluated for repairs and updates. The vacated tenant resided in the unit for more than 20 years.
- The NHA Front Entry Modernization Project for Colonial Village has recently received approval to go out to bid. The estimate base bid construction cost of the project is \$210,667.00.

- The Security Camera Project for Rutland Road and Heritage Village is still in progress. Coordination of work with National Grid, Charter and the NHA electrician at both locations continues to be a challenge. The project is nearing completion.
- The Director contracted with the Worcester Housing Authority Apprenticeship Program to establish the fence line at Rutland Road which was completely overgrown. In addition to trimming they removed two diseased trees, weeded, mulched and hauled away debris. The group did a great job.
- The Roof Replacement Project at Rutland Road is nearing completion. In addition to three new roofs, Mike's Construction will be installing aluminum gutter guards on all the buildings in the development. A change order will be presented at next month's meeting for the gutters.
- Health and Safety projects currently being worked on include; remote doors for the two handicapped units at Heritage Village and automatic electric windows openers for the units. One of the units also got a glass top stove for easier accessibility, as well as cooking and clean up. A unit in Colonial Village had a clean cut step bathtub accessibility kit installed which was requested as a reasonable accommodation.
- The Director received notification from the office of Gary Depace, CPA in regard to the NHA Agreed Upon Procedures (AUP) Audit for fiscal year end December 31, 2019. The audit will be done in remote format and all information will be sent to the office of Mr. Depace electronically.
- The NHA continues to follow DHCD guidelines in regard to Covid-19. The community room continues to remain closed, other than the laundry room. Unit inspections can be resumed with masks and inside construction projects can be done if the tenants agree to allow it.

Board review and approval of capital projects and payments

- The Director presented the Department of Housing & Community Development (DHCD) Amendment #9 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$214,870.00. This amendment funds the FY2020 Health and Safety Initiative award in the amount of \$34,740.00, the FY2020 Energy Savings Sustainability Initiative in the amount of \$6,820.00 and the FY2023 Formula Funding Award in the amount of \$173,310.00. This amendment also extends the contract dates of service from June 3, 2022 to June 30, 2023. A motion was made by Brad Newman, seconded by Rae Carlsen, yea Andrew Dowd and yea Rita Osborne to approve the CFA.

- The Director presented Change Order #1 in the amount of \$7,374.00 for Site Improvements Inc. This change order was to cover the costs associated with additional bituminous sidewalk at 152 East Main Street and 96 Northgate Road. A motion was made by Rae Carlsen, seconded by Andrew Dowd, yea Brad Newman and yea Rita Osborne to approve Change Order #1 for Fish # 215706 for Site Improvements Inc. A motion was made by Andrew Dowd, seconded by Rae Carlsen and approved by roll call of all to approve the Certificate of Final Completion for this project.
- The Director presented Change Order #1 in the amount of \$5,266.00 for Cornerstone Construction & Remodeling. This changer order was issued to cover the costs associated with replacing post attachments at the top and bottom of 15 posts. A motion was made by Brad Newman, seconded by Rae Carlsen, yea Andrew Dowd and yea Rita Osborne to improve Change Order #1 for Fish #215078 for Cornerstone Construction & Remodeling. A motion was made by Andrew Dowd, seconded by Brad Newman and approved by roll call of all to approve the Certificate of Final Completion for this project.


• **Approval of Payment of Bills**

Disbursements for the months of July, August and September, checks # 11601 through #11670 were approved by motion made by Rae Carlsen, seconded by Andrew Dowd, yea Brad Neman and yea Rita Osborne.

Other Business to Come Before the Meeting

Meetings will be held virtually for the remainder of 2020.

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


Lynne M. Trombley, Secretary Ex-Officio

Approved
Virtual
10/7/20
