

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747**ANNUAL BOARD MEETING- October 7, 2020 – Virtual Meeting**

Members Present: Andrew Dowd
Rita Osborne
Brad Newman
Rae Carlsen
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.

Minutes from the Regular Meeting held on September 2, 2020 were approved as presented by motion of Rae Carlsen, seconded by Andrew Dowd and unanimously approved by roll call.

The Contract of Employment for the Executive Director of the Northborough Housing Authority, Lynne Trombley was presented for review and approval. Lynne's contract is for a period of five (5) years commencing on January 1, 2021 and ending on December 31, 2025. Her salary is based on the Executive Director Salary and Qualification Schedule as determined by the Department for Housing & Community Development (DHCD). A motion was made by Rae Carlsen, seconded by Brad Newman and unanimously approved by roll call of all to approve the Contract of Employment for the Executive Director as written.

Report of Executive Director and Board Review and Approval Capital Projects and Payments

- The Northborough Housing Authority (NHA) currently has two vacant 705 family units. Both are being prepared for occupancy and tenants are being screened through the online CHAMP system.

- DHCD released Public Housing Notice 2020-29 which states that all Local Housing Authorities (LHAs) will receive an allocation of supplemental funding. This appropriation of funding for Coronavirus Response is meant to provide aide to state and local governments through the Coronavirus Relief Fund (CFR). These funds are meant to reimburse LHAs for costs associated with the COVID-19 response for their state-funded public housing portfolio, as well as costs to be incurred through December 30, 2021. DHCD will disburse these funds on a per-unit basis. These additional funds in the amount of \$42,407, require a revision to the NHA Fiscal Year ending 12/31/2020 Operating Budget. A motion was made by Andrew Dowd, seconded by Elaine Solomon and unanimously approved by roll call to approve Revision # 1 to the NHA FYE 2020 Budget.
- The contractor walk through for the Colonial Village Front Entry Modernization Project was held on October 6th and many contractors attended. General bids for this project are due on October 15, 2020.
- The Security Camera Project is nearing completion with electrical and internet connections being installed. Once the cameras are live and recording, remote viewing access will be set up in the Director's office.
- The Massachusetts Eviction Moratorium will be lifted on October 18, 2020. Although it will be lifted, evictions at this time will not been seen as favorable in most cases and are being discouraged through the end of 2020. Meetings with tenants who have problematic issues continue to be handled via Zoom meetings with Attorney Karen Ahlers.
- The Rutland Road roofs and gutter project is complete. A motion was made by Rae Carlsen, seconded by Brad Newman and unanimously approved by roll call to approve Change Order #1 for Mike's Construction Company in the amount of \$6000 for the installation of aluminum gutter guards on all buildings in the development. A motion was made by Elaine Solomon, seconded by Andrew Dowd and unanimously approved by roll call to approve the Certificate of Final Completion for this project.
- A motion was made by Brad Newman, seconded by Elaine Solomon and unanimously approved by roll call of all to approve JD & D Construction Inc. of Webster, MA as the lowest bidder. This bid in the amount of \$20,000 is for kitchen upgrades at 96 Northgate Road. Due to the covid pandemic, this inside construction project was put on hold in March and no formal authorized notice to proceed was ever issued.

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- The Director sent all of the requested documentation for the Agreed Upon Procedures (AUP) Audit for fiscal year end December 31 2019 to the office of Gary Depace, PCA. The audit will be done remotely this year due to Covid.

Approval of Payment of Bills

Disbursements for the months of October, checks # 11671 through #11702 were approved by motion made by Rae Carlsen, seconded by Andrew Dowd and unanimously approved by roll call.

Annual Election of Officers

A motion was made by Brad Newman, seconded by Elaine Solomon and unanimously approved by roll call to continue with the same slate of officers as previously approved last year. They are as followed:

Chairperson:	Rita Osborne
Vice Chairperson:	Brad Newman
Treasurer:	Andrew Dowd
Secretary:	Rae Carlsen
Member	Elaine Solomon.

Other Business to Come Before the Meeting

The next meeting will be held on November 4th at 6:00 p.m.

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


Lynn M. Trombley, Secretary Ex-Officio

*Approved
virtually
12/2/20*

