

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



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(508) 393-2408 FAX (508) 393-2747

REGULAR BOARD MEETING- DECEMBER 12, 2018

Members Present: Rita Osborne
Jean Perry
Brad Newman

Absent: None

Others Present: Julianne Hirsh – Northborough Board of Selectman Liaison for
the Housing Authority

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

Minutes of the Regular Meeting held on October 10, 2018 were approved as presented by motion of Brad Newman, seconded by Jean Perry and so voted.

Communications Received

MANAHRO November and December Newsletters
Maintenance Reports for October and November 2018
Financial Reports for the Period Ending September 2018

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has one vacant elderly unit at 667-2, Heritage Village.
- A motion was made by Brad Newman, seconded by Rita Osborne and so voted to approve charge offs in the amount of \$2978.00 for vacated tenants.
- The Heritage Village window replacement project is going out to bid in January 2019.

- A motion was made by Brad Newman, seconded by Jean Perry and so voted to approve the Department of Housing & Community Development (DHCD) Amendment #7 to Capital Improvement Work Plan 5001 in the amount of \$386,184.00. This award consists of two parts, the FY2021 Formula Funding award is \$151,184.00 and the FY2019 Energy Savings Sustainability Initiative award is \$235,000.00. This award is for the Heritage Village and Otis Street boilers. The amendment extends the contract dates of service from June 20, 2020 to June 30, 2021.
- The boiler project is nearing completion. There have been some problems with the boilers shutting off and of them making a lot of clanging noises. There is a meeting being held tomorrow with the contractor and engineer to rectify these issues.
- The plot plan for the maintenance garage has been approved by the Northborough Building Inspector, Bob Frederico. The next step is for DHCD to issue a project fish number in the capital system so that a work order can be generated.
- There will be a holiday party for all tenants of Colonial Village and Heritage Village on December 20th.
- The Director will be changing over to the PHA Network for the accounts payable, effective January 1, 2019. Maintenance will also have their laptops connected to the PHA Network to streamline the work order process.

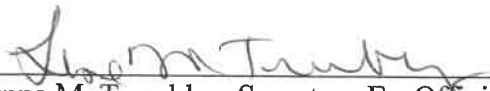
Disbursements for the month November and December, checks # 10951 through #11019 were approved by motion of Jean Perry, seconded by Rita Osborne and so voted.

Other Business to Come Before the Meeting

Julianne Hirsh will have Norm Corbin from the Historical Society contact the direct to discuss some vacant buildings in town that are currently being discussed for future use.

The next NHA Regular Board meeting will be held on January 9, 2019 at 6:00 p.m.

With no other business to come before the meeting, it was adjourned at 6:55 p.m.


Lynne M. Trombley, Secretary Ex-Officio





