

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747

REGULAR BOARD MEETING-March 2, 2016

Members Present: Rita Osborne
Raymond Reynolds
Brad Newman

Member Absent: Kathleen Polanowicz
Jean Perry

Others Present: Steph Bacon - Health Agent, Town of Northborough
Kelli Trainor - Sanitarian, Town of Hudson

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

Minutes of the Regular Meeting held on February 3, 2016 were approved as presented by motion of Raymond Reynolds seconded by Brad Newman and so voted.

Communications Received

MA NAHRO March Newsletter
Financial Reports for December 2015
Maintenance Reports for February 2016

The Director, Steph, and Kelli presented information on the benefits of a smoke-free housing authority. The Director explained that the Department of Housing & Community issued a public housing notice in April 2014, encouraging housing authorities to develop, adopt and implement a smoke-free housing policy in state-aided public housing units. Steph and Kelli provided packets of information in support of this from the Massachusetts Department of Public Health. All were in agreement that in the near future, it will no longer be an option to go smoke-free in state housing as it has already been mandated by the federal legislature.

A motion was made by Brad Newman, seconded by Raymond Reynolds and so voted to move ahead with a No Smoking Policy. The Director will send out the Smoke-Free Housing Survey to all NHA tenants to obtain their input on this subject.

Executive Director's Report:

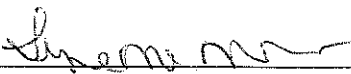
- The Northborough Housing Authority (NHA) currently has no vacant units.
- The Director presented the Year End Financial Statements Certifications for Fiscal Year Ending December 31, 2015 for Board Member signatures.
- The Colonial Village capital project to repair the vertical joints on all of the brick veneer of the nine buildings will be going out to bid. Charlene Seymour prepared the scope of work and the Director prepared the bid package. The estimated project cost is \$23,310.00.
- The Director will be attending a seminar on Substance Abuse Disorders, Emerging Drug Trends & the Opiate Crisis in Framingham on March 30th.
- The Director has been asked by DHCD to make a change in her contract which would not allow the buy back of vacation time.

Approval of Payment of Bills

Disbursements for the month of March, checks # 9957 through #9984 were approved by motion of Raymond Reynolds, seconded by Rita Osborne and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:00 p.m.



Lynne M. Moreno, Secretary Ex-Officio







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REGULAR BOARD MEETING-February 3, 2016

Members Present: Rita Osborne
Jean Perry
Raymond Reynolds
Brad Newman

Member Absent: Kathleen Polanowicz

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

Minutes of the Regular Meeting held on December 2, 2015 were approved as presented by motion of Raymond Reynolds seconded by Rita Osborne and so voted.

Communications Received

MA NAHRO January and February Newsletters
Financial Reports for October and November 2015
Maintenance Reports for December and January
Legislative Day Notice, March 2, 1016

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has one vacant 667-1 unit.
- The Fiscal Year 2016 NHA Budgets and the Capital Improvement Plan have been approved. Current projects include Otis Street kitchens and VCT Tile in Heritage Village back hallways.
- Annual Rent Recertification's for all 667-1 and 667-2 tenants are in process. Rent changes go in to affect on April 1, 2016.
- The Director performed a three month evaluation on new maintenance employee Ronald Dranginis. Ronald's probation will be extended for another three months.

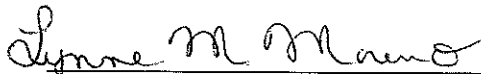
- A motion was made by Brad Newman, seconded by Raymond Reynolds and so voted to approve Amendment # 4 to Capital Improvement Work Plan 5001 in the amount of \$149,054.00 for the NHA FY 18 Formula Funding award. This amendment also extends the contract dates of service from June 30, 2017 to June 30, 2018.
- The Director will be serving on a committee for Mass NAHRO. The Professional Development/Services Committee meets quarterly. Their function is to plan educational trainings and seminars for Housing Authority Directors and Board Members.
- The Director will be attending a Marijuana Law and No Smoking Policy Seminar in Auburn on February 24th. Attorney Karen Ahlers will be the presenter.

Approval of Payment of Bills

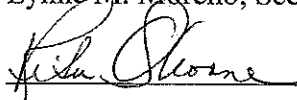
Disbursements for the month of January and February, checks # 9899 through #9956 were approved by motion of Raymond Reynolds, seconded by Jean Perry and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 6:45 p.m.

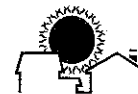


Lynne M. Moreno, Secretary Ex-Officio









REGULAR BOARD MEETING-December 2, 2015

Members Present: Rita Osborne
Jean Perry
Raymond Reynolds

Member Absent: Brad Newman
Kathleen Polanowicz

Others Present: Howie Gordon, CPA

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

Minutes of the Regular Meeting held on November 4, 2015 were approved as presented by motion of Raymond Reynolds seconded by Jean Perry and so voted.

Howie Gordon, Certified Public Accountant, Presentation of FYE 2016 Budget

Howie Gordon, CPA, presented the Northborough Housing Authority (NHA) Operating Budgets for Fiscal Year 2016. The administrative salaries have been increased by 3.0%. Maintenance wages have been budgeted with the rates effective 4/1/2015. A provision has been budgeted for an increase effective 4/1/2016. Other budget exemptions include items consistent with the previous year. The NHA continues to be a retained revenue Authority. The NHA budget remains in very good standing.

A motion was made by Raymond Reynolds, seconded by Rita Osborne and so voted to approve the NHA's 400-1 Annual Operating Budget for FY 2016.

A motion was made by Raymond Reynolds, seconded by Jean Perry and so voted by to approve the NHA's 689-1 Annual Operating Budget for FY2016.

Contract of the Executive Director

A motion was made by Raymond Reynolds, seconded by Rita Osborne and so voted to approve the Contract of Employment By and Between the Northborough Housing Authority and Lynne M. Moreno, Executive Director. This contract is for a period of five (5) years commencing on January 1, 2016.

Executive Director's Report:

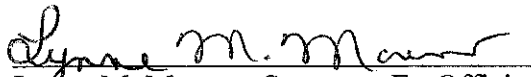
- The Northborough Housing Authority (NHA) currently has two vacant 667-1 units. Both will be tenant occupied by the end of the week.
- The Director presented the Capital Improvement Plan for Fiscal Year End 2016 for review and approval. A motion was made by Jean Perry, seconded by Raymond Reynolds and so voted to approve the NHA Capital Plan.
- The GASB 45 Actuarial Valuation for Postemployment Benefits for the fiscal years ending December 31, 2015 - December 31, 2017 has been completed for the NHA by Odyssey Advisors.
- The 2015 Ford maintenance truck has been delivered. The Director sold the 2004 truck through a sealed bid process.
- The NHA annual tenant holiday party will be held on December 15, 2015.

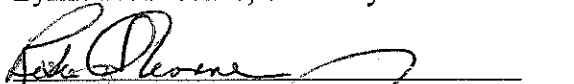
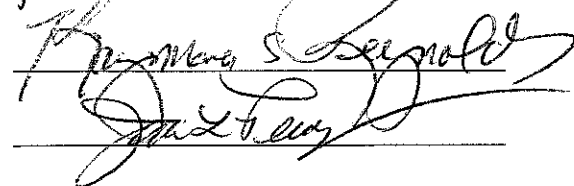
Approval of Payment of Bills

Disbursements for the month of December, checks # 9860 through #9898 were approved by motion of Raymond Reynolds, seconded by Jean Perry and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:00 p.m.


Lynne M. Moreno, Secretary Ex-Officio



REGULAR BOARD MEETING-December 2, 2015

Members Present: Rita Osborne
Jean Perry
Raymond Reynolds

Member Absent: Brad Newman
Kathleen Polanowicz

Others Present: Howie Gordon, CPA

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

Minutes of the Regular Meeting held on November 4, 2015 were approved as presented by motion of Raymond Reynolds seconded by Jean Perry and so voted.

Howie Gordon, Certified Public Accountant, Presentation of FYE 2016 Budget

Howie Gordon, CPA, presented the Northborough Housing Authority (NHA) Operating Budgets for Fiscal Year 2016. The administrative salaries have been increased by 3.0%. Maintenance wages have been budgeted with the rates effective 4/1/2015. A provision has been budgeted for an increase effective 4/1/2016. Other budget exemptions include items consistent with the previous year. The NHA continues to be a retained revenue Authority. The NHA budget remains in very good standing.

A motion was made by Raymond Reynolds, seconded by Rita Osborne and so voted to approve the NHA's 400-1 Annual Operating Budget for FY 2016.

A motion was made by Raymond Reynolds, seconded by Jean Perry and so voted by to approve the NHA's 689-1 Annual Operating Budget for FY2016.

Contract of the Executive Director

A motion was made by Raymond Reynolds, seconded by Rita Osborne and so voted to approve the Contract of Employment By and Between the Northborough Housing Authority and Lynne M. Moreno, Executive Director. This contract is for a period of five (5) years commencing on January 1, 2016.

Executive Director's Report:

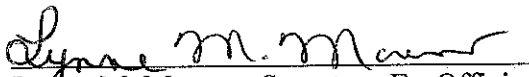
- The Northborough Housing Authority (NHA) currently has two vacant 667-1 units. Both will be tenant occupied by the end of the week.
- The Director presented the Capital Improvement Plan for Fiscal Year End 2016 for review and approval. A motion was made by Jean Perry, seconded by Raymond Reynolds and so voted to approve the NHA Capital Plan.
- The GASB 45 Actuarial Valuation for Postemployment Benefits for the fiscal years ending December 31, 2015 - December 31, 2017 has been completed for the NHA by Odyssey Advisors.
- The 2015 Ford maintenance truck has been delivered. The Director sold the 2004 truck through a sealed bid process.
- The NHA annual tenant holiday party will be held on December 15, 2015.

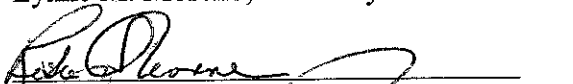
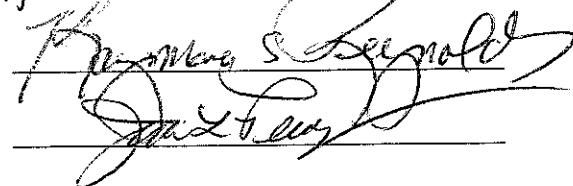
Approval of Payment of Bills

Disbursements for the month of December, checks # 9860 through #9898 were approved by motion of Raymond Reynolds, seconded by Jean Perry and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:00 p.m.


Lyne M. Moreno, Secretary Ex-Officio

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REGULAR BOARD MEETING-November 4, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry

Member Absent: Kathleen Polanowicz
Raymond Reynolds

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

Minutes of the Regular Meeting held on September 3, 2015 were approved as presented by motion of Brad Newman seconded by Jean Perry and so voted.

Communications Received

MA NAHRO October and November Newsletters
Maintenance Reports for September and October 2015
Financial Report for period August and September 2015
DHCD Public Housing Notices: Tenant Board Member Elections and FY 16 Capital Program Update

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has two vacant 667-1 units.
- Two capital improvements at Heritage Village have been completed. This includes the replacement of both front entrance building overhangs and all apartment bi-fold doors.
- A motion was made by Brad Newman, seconded by Rita Osborne and so voted to approve the Certificate of Final Completion for Aboveboard Contracting in the amount of \$6490.00. This completes the 705-1 Scattered Site Roof Replacement Project.

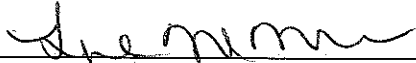
- The new maintenance truck will be delivered soon. The Director will advertize for sealed bids for the sale of the old truck.
- The Solar Power & Services Agreement with SJA Solar LLC have been signed and certified by all parties. As instructed, the Director mailed the contracts to three state officials for filing as stated under statute MGL c. 30B.
- The Director is preparing her new Capital Improvement Plan (CIP) and the fiscal year 2016 annual operating budgets. Howie Gordon, CPA will attend the next board meeting on December 2, 1015 to present the new budgets. In addition, she will also be preparing her Executive Director Contract for renewal and bringing it to next month's meeting.
- The Director has notified Odessy Advisors to prepare the NHA Other Postemployment Benefits Plan for the fiscal year ending December 31, 2015 in accordance with Statement No. 45 of the Governmental Accounting Standards Board (GASB 45). This covers the fiscal years from December 31, 2015- December 31, 2017.
- The newest maintenance employee Ronald Dranginis started work on October 13, 2015. Ron replaces Michael Greenough in the position of Groundskeeper-Custodian.
- All NHA Board of Commissioners had the opportunity to review the updated Personnel Policy which was mailed prior to the meeting. Discussion took place and Brad Newman made a motion to adopt the policy, seconded by Rita Osborne and so voted.
- The Director will be attending the Mass NAHRO Conference in Framingham on Monday, November 16th.
- Senator Harriet Chandler, Sarah Glassman Associate Director of DHCD and Rick Leif from the NAHC will be attending a meeting here at Colonial Village on Friday. Rick met Senator Chandler at a panel discussion for affordable housing. Rick told Senator Chandler about the development of affordable units at Centre Drive and they agreed that they would like to discuss the possibility of any future development. In particular, on the vacant lot of land at Village Drive. This project would require assistance from DHCD.

Approval of Payment of Bills


Disbursements for the month of October and November, checks # 9792 through #9859 were approved by motion of Jean Perry, seconded by Brad Newman and so voted.

Other Business to Come Before the Meeting

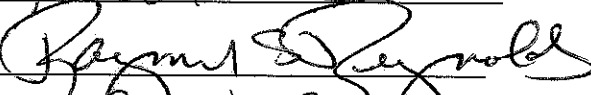
With no other business to come before the meeting, it was adjourned at 6:40 p.m.




Lynne M. Moreno, Secretary Ex-Officio



Bob Alkome



Raymond Reynolds



Jean Perry

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

ANNUAL BOARD MEETING-SEPTEMBER 3, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry
Kathleen Polanowicz

Member Absent: Raymond Reynolds

The meeting was called to order at 6:00 p.m. by motion made by Vice-Chair Rita Osborne. Raymond Reynolds.

Minutes of the Regular Meeting held on June 4, 2015 were approved as presented by motion of Jean Perry seconded by Brad Newman and so voted.

Communications Received

MA NAHRO September Newsletter
Maintenance Reports for June, July, and August 2015
Financial Report for periods May, June, July 2015
DHCD FY 2016 Local Housing Authority Budget Guidelines
DHCD Executive Director Salary and Qualification Schedule

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has one vacant 667-1 unit and one 705 family unit.
- The Department of Housing and Community Development (DHCD) released FY 2016 Budget Guidelines and the Executive Director Salary and Qualification Schedule. The last time this schedule was adjusted was in 2007.

- A motion was made by Kathleen Polanowicz, seconded by Brad Newman and so voted to approve Change Order # 1 in the amount of \$5200.00 for Aboveboard Contracting. This was for an emergency roof replacement at 64 Birch Hill Road, DHCD Fish # 215044.
- A motion was made by Brad Newman, seconded by Jean Perry and so voted to approve Change Order # 1 in the amount of \$7896.00 for Mike's Construction Company, Inc. This is for the replacement of the remaining 48 bifold doors at 667-2 Heritage Village, DHCD Fish # 215048.
- A motion was made by Brad Newman, seconded by Jean Perry and so voted to authorize the Director to sign the General Terms and Conditions of Solar Power & Services Agreement with SJA Solar LLC on behalf of the NHA, after having it reviewed by DHCD. The Special Conditions Agreement is currently still under DHCD review and will be signed by the Director when approval is given.
- The Director has been working with Proton Energy Group to continue with a fixed low electricity rate when the existing contract expires in December 2016.
- The Director presented the Engagement Letter for Fee Accounting Services for Howard Gordon, CPA for the NHA. This agreement defines all accounting services and responsibilities to be performed. All were in agreement to sign and acknowledge this agreement.
- The damaged brick column on building # 16 at Colonial Village has been repaired and signed off on by the Northborough Building Inspector. The replacement of the rotted outside entrances at Heritage Village will be done at the beginning of October.
- Mike Greenough resigned from his position as maintenance/custodian. Mike had back surgery in January and returned to work at the end of May. After giving it two months and not being pain free, he felt that the responsibilities of the job were too strenuous for him.
- The Northborough Affordable Housing Corporation (NAHC) is working to get the four new units on Centre Drive on the affordable housing inventory list for the Town of Northborough. They have submitted an application to the Local Initiative Program (LIP) and are entering into an agreement. There are several parties that must sign off on this agreement and the NHA is one of them. The Director is consulting with DHCD before signing this agreement on behalf of the NHA.
- Discussion took place on changing the NHA board meeting to Wednesday nights on a temporary basis to accommodate a schedule change. All were in unanimous

Approval of Payment of Bills

Disbursements for the month of July, August and September checks # 9696 through #9791 were approved by motion of Kathleen Polanowicz, seconded by Jean Perry and so voted.


Election of Officers

The following slate of Northborough Housing Authority Officers for the upcoming year, were elected by unanimous vote:


| | |
|-------------------|---------------------|
| Chairperson: | Rita Osborne |
| Vice Chairperson: | Brad Newman |
| Treasurer: | Kathleen Polanowicz |
| Secretary: | Jean Perry |
| Member: | Raymond Reynolds |

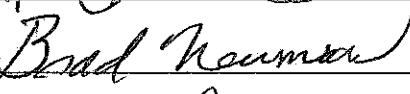
Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:05 p.m.



Lynne M. Moreno, Secretary Ex-Officio







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REGULAR BOARD MEETING-June 3, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry
Kathleen Polanowicz
Raymond Reynolds

Member Absent: None

The meeting was called to order at 6:00 p.m. by motion made by Raymond Reynolds.

Minutes of the Regular Meeting held on May 7, 2015 were approved as presented by motion of Brad Newman seconded by Rita Osborne and so voted.

Communications Received

MA NAHRO June Newsletter
Maintenance Report for May 2015
Financial Report for period April 2015

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has three vacant 667-1 units.
- Mike Greenough from maintenance has returned to work full-time after being out on medical leave for four months after back surgery.
- The scattered site roof replacement project has been completed. A total of seven roofs were replaced by Aboveboard Contracting. They include; 6-8 Rutland Road, 22-24 Rutland Road, Rutland Road Garage, 96 Northgate, 166 Boundary Street, 64 Birch Hill Road, and the Colonial Village Maintenance Building.

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- The bi-fold apartment doors for 667-2 Heritage Village have been ordered by Mike's Construction. The project will begin in four to six weeks, once the doors have been received. There will be six doors installed in each of the standard units and four doors installed in the 2 handicapped units.
- Two steel columns have been installed for temporary support to the damaged brick column on building 16 at Colonial Village, which was hit by a car. We are now waiting for a mason to rebuild the damaged brick. When complete, the Northborough Building Inspector will approve the work for safety.
- The Director and Maintenance Supervisor Charlene, are preparing the scope of work and bid package for the repair and replacement of the rotted wooden overhangs at Heritage Village. Water has infiltrated the wood under the vinyl siding causing structural damage to the buildings. The scope of work includes six outside entrances and two bow windows.
- The Director signed a Memorandum of Understanding with SJA SOLAR LLC for net metering credits, for a fixed price of \$0.999 per kilowatt hour. She is now waiting for the Contract Agreement which is being reviewed by the Department of Housing and Community Development (DHCD).
- The Director is recertifying three tenants at 1 Centre Drive for July 1, 2015 and each tenant will sign a new Lease. One tenant is vacating and the Director is screening applicants for the unit. There are two changes to the new Lease. The first change is a monthly decrease in rent of \$50.00. The second is a change in the terms of the Lease from on a month to month basis to an annual Lease with a right to terminate by thirty day written notice before the expiration of the Lease. This change is needed to support the request from the Town of Northborough to include these units in the Affordable Housing Inventory. There will also be a LIP Rental Regulatory Agreement executed between the Northborough Affordable Housing Corp. (NAHC), the Town of Northborough, DHCD, and the Housing Authority.
- Administrative Assistant Julie Molloy prepared and submitted the FEMA paper work for costs incurred during the January 26-28, 2015 snowstorm.
- A motion was made by Rita Osborne, seconded by Brad Newman and so voted to grant the Director permission to take one week of paid vacation time.
- The Director is working with the PHA Network on a website for the NHA. We will also be converting the applicant waiting list into the online system.

Minutes page (3) 6.4.15

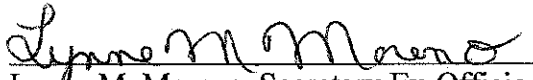
- There will be no board meetings held in July or August. The next NHA Annual Meeting will be held on September 3, 1015.

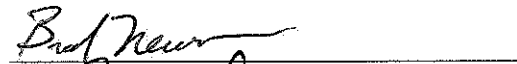
Approval of Payment of Bills

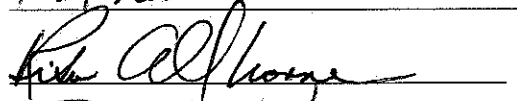
Disbursements for the month of June, checks # 9666 through #966~~5~~⁹ were approved by motion of Brad Newman, seconded by Raymond Reynolds and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 6:45 p.m.


Lynne M. Moreno, Secretary Ex-Officio







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REGULAR BOARD MEETING-May 7, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry
Kathleen Polanowicz
Raymond Reynolds

Member Absent: None

Others Present: Joe Fiori - Nexamp

The meeting was called to order at 6:00 p.m. by motion made by Raymond Reynolds.

Minutes of the Regular Meeting held on April 2, 2015 were approved as presented by motion of Rita Osborne seconded by Raymond Reynolds and so voted.

Communications Received

MA NAHRO May Newsletter
Maintenance Report for April 2015
Financial Report for period ending March 2015

Joe Fiore made a presentation to the Board on Net Metering. Joe explained that Nexamp is currently on a waiting list for a solar project on Peterson Road in Palmer. Joe seemed confident that there would be additional cap allocated under National Grid but the project cannot move forward until this happens. Nexamp is offering a competitive price with a fixed rate of 8.7 cents/kwh. This would provide the NHA with more than a million dollar savings over twenty years. Due to the fact that Nexamp does not have a guaranteed project at this point in time, the Board felt it best to consider other available options. All Net Meter Agreements will be reviewed and approved by the Department of Housing and Community Development (DHCD). DHCD is advising housing authorities to enter into approved solar contracts to take advantage of these cost savings.

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has no vacant units.

- The NHA's FY2015 Annual Operating Budgets 400-1 and 689-1 have been approved by the Department of Housing and Community Development (DHCD).
- There was a partial power loss to Buildings # 32 and # 34 at Colonial Village. It took several days for Three-C Electrical Company, Inc. to investigate, locate and repair this underground cable fault. The Director contacted DHCD and requested to make a change to the NHA capital plan to cover the \$19,591.00 in costs associated with this project.
- Administrative Assistant Julie Molloy attended a FEMA briefing in Framingham. Disaster aid funding is being offered for the snowstorm period of January 26-28, 2015.
- The kick off construction meeting for the Scattered Site Roof Project will be held next week. We will be replacing five (5) 705 family roofs, as well as the roof on the Colonial Village maintenance garage.
- The 667-2 Heritage Village Bi-fold Replacement Door Project has been bid and we are ready to move forward. A motion was made by Rita Osborne, seconded by Jean Perry and so voted to approve Mike's Construction Company, Inc. as the lowest approved bidder on this project.
- The Scope of Work for the Otis Street Kitchen Component Replacement Project is being prepared. Also included in this capital plan project is funding for stoves for Colonial Village and possibly for Heritage Village.
- The Northborough Affordable Housing Corporation (NAHC) received another \$500,000.00 in Community Preservation Funds for the creation of affordable housing. The Director is waiting for DHCD to assign an in house architect to evaluate the parcel of land between buildings #10/12 at Colonial Village.
- There will be a new lease going into effect on July 1, 2015 for apartment # 1A-1D Centre Drive. The management fee paid to the NHA will be increased from \$200.00 to \$300.00. A motion was made by Rita Osborne, seconded by Kathleen Polanowicz and so voted to approve that the Director get paid \$100.00 per month of this maintenance fee.
- There was an accident at Colonial Village which involved a tenant backing his car up by mistake and smashing into the balcony support on building #16. The brick column cracked in a few areas and there is question as to whether the second floor balcony is affected. The Northborough Building Inspector is requesting that we hire a structural

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- engineer to assess the extent of the damage. The area has been blocked off and the NHA will hire a contractor to build a temporary support of second floor porch/deck to facilitate repair of the damaged masonry column. The Director contact DHCD and the property insurance company in regard to this matter.

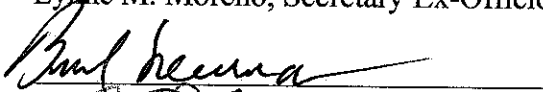
Approval of Payment of Bills

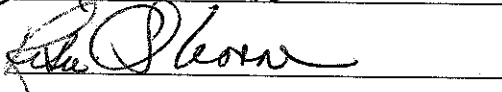
Disbursements for the month of May, checks # 9628 through #9665 were approved by motion of Brad Newman, seconded by Raymond Reynolds and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:00 p.m.


Lynne M. Moreno, Secretary Ex-Officio







NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747

REGULAR BOARD MEETING-April 2, 2015

Members Present: Rita Osborne
Kathleen Polanowicz
Raymond Reynolds

Member Absent: Jean Perry
Brad Newman

The meeting was called to order at 6:00 p.m. by motion made by Raymond Reynolds.

Minutes of the Regular Meeting held on March 5, 2015 were approved as presented by motion of Kathleen Polanowicz seconded by Rita Osborne and so voted.

Communications Received

MA NAHRO April Newsletter
Maintenance Report for March 2015
Financial Report for period ending February 2015

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has one vacant 667-1 elderly/handicapped unit and one 705 family unit.
- All annual rent redeterminations for 667-1 and 667-2 have been completed. New rent changes went into effect April 1, 2015.
- The Department of Housing & Community Development (DHCD) may be issuing a budget exemption for fees paid to contractors who performed rooftop snow and ice removal at state-aided, low-rise developments. The Director submitted invoices incurred by the NHA in order to qualify, in the event that this is offered. The NHA also received the one time snow removal exemption of \$35.00 per unit, for a total of \$4340.00.
- The Capital Improved Plan (CIP15) has been approved for the NHA. Included in the plan are replacing the rotted overhangs on the buildings at Heritage Village and updating kitchens at both of the Otis Street duplexes.

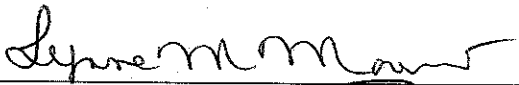
Minutes page (2) 4.2.15

- The Director spoke with Paul McPartland from DHCD and he agreed to have an engineer come out to assess the empty parcel of land at Colonial Village located between buildings #10/12 for building. He also suggested that the NHA research the original permit for the development of the 72 units to assure that it will not need to be amended or that there are no other conditions to be aware of.
- The community room at Heritage Village has been painted and will be getting new carpeting and furniture.
- The Director broached the subject of net metering. She expressed that she felt it would be worthwhile to investigate it further to assure that the NHA would not miss out on a financial opportunity that would generate cash credits from National Grid. She will be attending a Director's meeting on April 17th on this subject, will plan on holding an education session for any board members that would like to attend, and will be having a presenter come to our May board meeting.
- The Director has been talking with Rick Leif in regard to a few issues that still need to be addressed at Centre Drive before the end of the one year warranty period. They will also be meeting to discuss any changes to be made in the new upcoming yearly lease renewal.

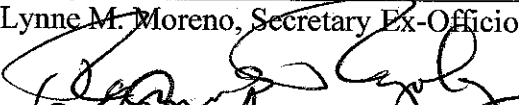
Disbursements for the month of April, checks # 9598 through 9627 were approved by motion of Kathleen Polanowicz, seconded by Rita Osborne and so voted.


Other Business to Come Before the Meeting


With no other business to come before the meeting, it was adjourned at 6:50 p.m.



Lynne M. Moreno, Secretary Ex-Officio







NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



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NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747

REGULAR BOARD MEETING-March 5, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry
Kathleen Polanowicz
Raymond Reynolds

Others Present: Rick Leif - Northborough Affordable Housing Corp. (NAHC)
George Pember - Northborough Affordable Housing Corp.

The meeting was called to order at 6:00 p.m. by motion made by, Brad Newman.

Minutes of the Regular Meeting held on January 8, 2015 were approved as presented by motion of Rita Osborne seconded by Jean Perry and so voted.

Communications Received

MA NAHRO March Newsletter
Maintenance Report for February 2015
Financial Report for period ending December 2014 and January 2015

Rick Leif and George Pember were present as representatives of the NAHC to discuss the possibility of another joint development project with the Northborough Housing Authority (NHA) and the Department of Housing & Community Development (DHCD). Rick and the Executive Director had previously met and looked at the empty parcel of land at Colonial Village which currently has seventy-two (72) units of elderly/handicapped housing. The empty lot of land is located between buildings #10/12 and #16/18. The NAHC would like provide some of the funds to build more elderly units and would like the NHA to also look for an additional funding source.

The plan would be to build as many additional elderly/handicapped housing units as possible on the land, and have them be part of the NHA's state public housing portfolio. The project would be bid in accordance to the state public bidding laws. The NAHC would like to partner in this project as a funding source only and does not wish to have anything to do with the ownership or management of the units. They would just like to have them added to the inventory of the Town of Northborough's affordable public housing list.

The Director will consult with DHCD to see if they would consider this project. If they will, she will request that DHCD recommend a house doctor that could be hired to come out and evaluate the parcel and provide a blueprint. The NHA's elderly housing list continues to be several years long.

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has three vacant units. Two have offers on them and the other is being prepared for occupancy.
- The Capital Improvement Plan (CIP) 2015 for the NHA has been approved.
- The budget certifications for FY2015 were presented to be signed again so the Director could resubmit them to DHCD.
- The Director hired John Sargentelli as a full time temporary maintenance employee to replace Michael Greenough while he is out for a medical leave for back surgery.
- DHCD is giving all housing authorities a one-time budget exemption of \$35.00 per unit to assist with snow removal costs incurred for the 2014-2015 winter season.
- The Director was asked by DHCD to attend a meeting to discuss the regional attorney program.
- A motion was made by Brad Newman, seconded by Jean Perry and so voted to approve the Certificate of Final Completion for Meadows Construction in the amount of \$9870.00. This is the final payment for the Otis Street Bldg Envelope Replacement, DHCD Fish #215040.

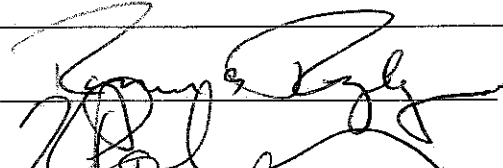
Disbursements for the month of February and March, checks # 9499 through 9597 were approved by motion of Rita Osborne, seconded by Brad Newman and so voted.

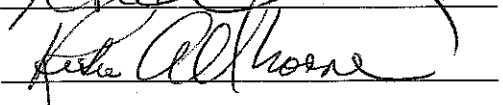
Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:15 p.m.



Lynne M. Moreno, Secretary Ex-Officio





NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



26 VILLAGE DRIVE
NORTHBOROUGH, MA 01532
(508) 393-2408 FAX (508) 393-2747

REGULAR BOARD MEETING-January 8, 2015

Members Present: Brad Newman
Rita Osborne
Jean Perry
Raymond Reynolds

Others Present: Howie Gordon, CPA

The meeting was called to order at 6:00 p.m. by motion made by Chairman, Raymond Reynolds.

Minutes of the Regular Meeting held on December 4, 2014 were approved as presented by motion of Rita Osborne seconded by Raymond Reynolds and so voted.

Communications Received

MA NAHRO January Newsletter
Maintenance Report for December 2014
Financial Report for period ending November 2014
Northborough Housing Authority Annual Operating Budget Fiscal Year Ending 12/31/2015.

Howie Gordon, CPA, presented the Northborough Housing Authority (NHA) Operating Budgets for Fiscal Year 2015. The administrative salaries have been increased by 3.0%. Maintenance wages have been budgeted with the rates effective 4/1/2014. A provision has been budgeted for an increase effective 4/1/2015. Other budget exemptions include items consistent with the previous year. The NHA continues to be a retained revenue Authority, all the rising cost of utilities has put a strain on the budget.

A motion was made by Rita Osborne seconded by Brad Newman and so voted to approve the NHA's 400-1 Annual Operating Budget for FY 2015.

A motion was made by Rita Osborne, seconded by Jean Perry and so voted by to approve the NHA's 689-1 Annual Operating Budget for FY2015.

Executive Director's Report:

- The Northborough Housing Authority (NHA) currently has one 667-1 vacant unit.
- A motion was made by Brad Newman, seconded by Rita Osborne and so vote to approve Amendment # 3 to the Contract for Financial Assistance # 5001. This contract amendment in the amount of \$379,077.70 represents a single capital improvement work plan or development project. The contract end date is 6/30/2017.
- A motion was made by Rita Osborne, seconded by Jean Perry and so voted to approve Change Order # 1 for the Otis street Building Envelope Replacement Project. This change order represents a credit in the amount of \$1600.00 for the cost of shutters which we decided to eliminate.
- The Director will be hiring a temporary full time maintenance employee to replace Michael Greenough who is the maintenance custodian while he is out having back surgery.
- Rick Leif of the Northborough Affordable Housing Corporation (NAHC) would like to attend the next NHA board meeting to discuss the possibility of building additional elderly units on the vacant parcel near building 10/12 at Colonial Village.

Disbursements for the month of January, checks # 9498 through 9455 were approved by motion of Brad Newman, seconded by Jean Perry and so voted.

Other Business to Come Before the Meeting

With no other business to come before the meeting, it was adjourned at 7:15 p.m.


Lynne M. Moreno, Secretary Ex-Officio

