

**REGULAR BOARD MEETING OF NORTHBOROUGH HOUSING AUTHORITY, HELD
ON AUGUST 3, 2022 IN THE COMMUNITY ROOM, 26 VILLAGE DRIVE,
NORTHBOROUGH MA 01532**

Corrected Copy

Members Present: Rita Osborne, Chair
Rae Carlsen
Elaine Solomon
Brad Newman

Members Absent: Andrew Dowd

Others Present: Tenants of Colonial Village
Julie Molloy, Administrative Assistant

The meeting was called to order at 6:00 P.M. by Chair Rita Osborne

Minutes:

The minutes of the Special Board Meeting held on June 29, 2022, were approved by a motion made by Rae Carlsen, seconded by Elaine Solomon, and voted unanimously.

Report of Executive Director:

- Maintenance continues work on 2 vacant units at 667-1 at Colonial Village; the third vacant unit at 667-1 has been filled. Work continues on 705-1 vacancy on Otis St. and the tenant has been selected. The 705-1 on Emerson Road continues to be offline for renovations.
- Light and thermostat replacement at 705 units to begin Monday, August 8 and all tenants notified.
- Crestwood Drive drainage project is ongoing.
- The Auditors, Fenton, Ewald & Associates are scheduled for August 16, 2022, to perform the Agreed Upon Procedures Audit (AUP) for the Fiscal Year ending December 31, 2021.
- Board reviewed the advertisement for the Executive Director position. Ad copy will be submitted to the Department of Housing and Community Development (DHCD) tomorrow for a review and then advertisements will be placed.
- A discussion followed that the Board of Directors will set up a Selection Committee to review resumes and select 3-5 applicants to be interviewed. Interviews and background checks will be conducted by the entire Board of Directors.
- Selection Committee Board Members will consist of: Elaine Solomon and Rae Carlsen, Brad Newman offered to be an alternate. Andy Dowd will be asked at the next meeting if he is interested in joining the selection committee.

Approval and Payment of Bills

Accounts Payable Disbursements for July, checks #12375 to #12394 were approved by a motion made by Rae Carlsen, seconded by Elaine Solomon, and unanimously voted.

Other Business to Come Before the Board

None

Tenant Participation

Tenants and other attendees asked questions and commented.

Next Board Meeting:

The next meeting is to be held on September 7, 2022, and with no other business to discuss, the chair asked for a motion to adjourn. Elaine Solomon made a motion, and the motion was seconded by Brad Newman, and unanimously voted. The meeting adjourned at 6:30 P.M.