

NORTHBOROUGH HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY



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

REGULAR BOARD MEETING-December 4, 2019

Members Present: Rita Osborne
Rae Carlsen
Elaine Solomon

Members Absent: Brad Newman
Andrew Dowd

Others Present: Howie Gordon, CPA

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

Minutes from the Regular Meeting held on November 6, 2019 were approved as presented by motion of Rae Carlsen, seconded by Rita Osborne and so voted.

Communications Received

Maintenance Reports for November 2019
Financial Reports for the Period Ending October 2019
Public Housing Notice 2019-27 FY20 Health & Safety Initiative: Small Project Grant Round

Howie Gordon, CPA presented the Northborough Housing Authority (NHA) FY2020 Operating Budgets. The Executive Director's salary has been increased to the new maximum allowable salary, the Administrative Clerk has been increased by 3%. Maintenance wages have been budgeted as the rates effective 4/1/2020. The NHA continues to be a retained revenue housing authority although there will be subsidy received from the Department of Housing & Community Development (DHCD) reimbursables; Tech allowance of \$5000.00 and \$200.00/unit for extraordinary maintenance and equipment.

A motion was made by Elaine Solomon, seconded by Ray Carlsen and so voted to approve the FYE 12/31/2020 4001 annual operating budget.

A motion was made by Elaine Solomon, seconded by Ray Carlsen and so voted to approve the FYE 12/31/2020 Fiscal Year End 689-1 annual operating budget.

Howie is retiring at the end of 2019, all board members wished him well. The NHA will be continuing with his firm, Gordon/Griffin.

Executive Director's Report:

- The NHA currently has one vacant 667-1 unit at Colonial Village.
- Thirty five arborvitae trees have been planted at Rutland Road. The NHA is now in compliance with the zoning requirements set forth by the Town of Northborough. The Director submitted an application for sustainability funds from DHCD to pay for this project.
- A motion was made by Rae Carlsen, seconded by Elaine Solomon and so voted to approve Change Order # 1 in the amount of \$9900.00 for JJS Universal Construction Co. This is for the second roof which was done on building 28/30 Village Drive. A motion was made by Elaine Solomon, seconded by Rae Carlsen and so voted to approve the Certificate of Final Completion for this project, Colonial Village Roof Project, Fish# 215074.
- Two new capital projects are getting ready to go out to bid; front entry building repairs at Heritage Village and a kitchen upgrade at 96 Northgate.
- The Director applied for additional Health and Safety funds which have become available through a DHCD small project grant.
- The NHA annual holiday luncheon will be held on Thursday, December 19th.

Approval of Payment of Bills

Disbursements for the month of December, checks # 11365 through #11397 were approved by motion made by Rae Carlsen, seconded by Elaine Solomon and so voted.

Other Business to Come Before the Meeting

The NHA regular board meeting will be held on January 8, 2020, due to a scheduling conflict with the New Year's holiday.

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


Lynne M. Trombley, Secretary Ex-Officio

