

**NORTHBOROUGH HOUSING AUTHORITY**

EQUAL HOUSING OPPORTUNITY

26 VILLAGE DRIVE  
NORTHBOROUGH, MA 01532  
(508) 393-2408 FAX (508) 393-2747**REGULAR BOARD MEETING- September 1, 2021**

Members Present: Rita Osborne  
Elaine Solomon  
Brad Newman  
Rae Carlsen

Absent: Andrew Dowd

Others Present: Tenants of Colonial Village

There were no comments from the public on the Northborough Housing Authority (NHA) Annual Plan FY 2022.

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

Minutes from the Regular Meeting held on September 1, 2021 were approved by motion of Rae Carlsen, seconded by Brad Newman and so voted.

**Report of Executive Director:**

- The Northborough Housing Authority (NHA) currently has six vacant units, four 667 elderly and two 705 family. Two of the units are internal transfers which will result in two more vacancies at the end of the month. Maintenance is very busy preparing the units for occupancy and office staff are pulling lists from CHAMP and screening hundreds of applicants.
- The NHA Agreed-Upon Procedures Audit (AUP) for fiscal year end December 31, 2020 is being done virtually. All required documents are currently being scanned and uploaded into a secured Department of Housing & Community Development (DHCD) online portal for review.

The Director brought into discussion the current NHA Grievance Policy. DHCD offers housing authorities the choice of a three member panel or a single hearing officer. The NHA currently has a three member panel which has proven to be

problematic. Getting three people together has always been difficult and it has become even more of a challenge in recent times. Having a single hearing officer with one person as a backup will make scheduling easier, especially on short notice. A motion was made by Brad Newman, seconded by Elaine Solomon and so voted to approve the Grievances Policy for a single hearing officer. The Director will follow the guidelines as outlined in the policy for selecting an impartial single hearing officer.

- The Director will be attending the Mass NAHRO Seacrest Conference in Falmouth on September 20<sup>th</sup> and 21<sup>st</sup>. This is the first in person conference in two years.

#### **Board review and approval of capital projects and payments**

- The Director presented Change Order #1 in the amount of \$329.84 and the Certificate of Final Completion for Zander Corporation. This completes the kitchen upgrade project for 96 Northgate Road. A motion was made by Brad Newman, seconded by Rae Carlsen and so voted to approve the Change Order. A motion was made by Elaine Soloman, seconded by Rae Carlsen and so voted to approve the Certificate of Final Completion.
- The delivery of product is very slow and is causing delays in the progression of projects. We are waiting for the delivery of the new windows for Colonial Village. We are also waiting for PUMYs and FBM25 filter boxes for the HVAC system at East Main Street. The Colonial Village Emergency Light project is underway and asbestos testing has been done in the hallways.

#### **Land survey for the development of new units at Colonial Village**

- The Director sent all board members a copy of the Due Diligence Memorandum from Bohler Engineering regarding the possibility of construction of new units on the vacant parcel of land at Colonial Village. The results of the study indicate that there is existing utility infrastructure located on site and along the project frontage that should have the capacity to serve the project. Aside from identifying zoning requirements, and limited parking available onsite, there were no major constraints identified for the developable area. Next, Bohler will present the NHA with a concept design. The NHA will then need to hire an architect to provide a cost estimate for the construction costs of building eight (8) units, half of which the intent will be for them to be handicapped accessible. There is an increased need for ADA compliant units as people continue to age in place and live longer.

**Community Preservation Application for FY 2023 Funding**

Community Preservation Applications (CPA) for Fy2023 are now available. Once the NHA gets a cost estimate for the construction of 8 new units, a CPA application will be submitted. The Northborough Affordable Housing Corp. (NAHC) will also be submitting an application for additional funds for the new construction project. In addition, the NHA is also considering submitting an application requesting funding for the maintenance garage renovation.

**Approval of Payment of Bills**

Disbursements for the month of July and August, checks # 11958 through #12012 were approved by motion made by Brad Newman, seconded by Rae Carlsen and so voted. Disbursements for the month of September, checks #12013 through #12038 were approved by motion of Rae Carlsen, seconded by Elaine Solomon and so voted.

**Other Business to Come Before the Meeting**

Tenants were given the opportunity to comment and ask questions.

Financial reports were available for review.

With no other business to discuss, Rita Osborne motioned to adjourn at 6:55 p.m.

  
Lynne M. Trombley, Secretary Ex-Officio









