

Southborough Housing Authority
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Regular Meeting Minutes of the Southborough Housing Authority
Location: Community Room
Dated: **March 21, 2023**
Time: 5:35 p.m.

1. Roll Call:

Present:

Robert Braccio
Alexander Frisch
Bertha Ginga, arrived @ 6:01 pm
Nancy Morris
John Wood, arrived @ 5:37 pm

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

a. Regular Meeting held on February 14, 2023.

Upon vote, motion by Commissioner Frisch, seconded by Commissioner Braccio, the Minutes of the Regular Meeting of the Board held on February 14, 2023, were approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

3. COMMUNICATION

- a. Discussion of grant funded Community Garden
We applied and received a grant from a charity “Gardens of Kay” Mike Lynch Landscaping whose wife passed away. We will receive 10 raised planters, a walkway to the site, plants to get us started. Keegan Hersey, Resident Service Director came out met with Mike. Keegan will schedule a tenant meeting; a Chinese interpreter will be present to discuss the garden and the process of how it will work.
- b. Policy Revision Plans
Policies need to be revisited/updated this is just an FYI.
- c. Check Processes and Electronic Signatures
We will be looking into a new Bank, possible Middlesex, a local bank. Have checks signatures be electronic.

4. TENANT AND PUBLIC CONCERNS OR COMMENTS

None

5. FINANCIALS
a. Approval of Bills

Upon vote, motion by Commissioner Wood, seconded by Commissioner Braccio, the bills were approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

6. REPORT OF THE EXECUTIVE DIRECTOR

Paul discussed the following:

- new doors
- roof on community room
- gutter clearing and washing.
- evaluation on septic. Its in the DHCD que – a target award, they pay the bill.
- Discussed Cordaville house we own. Moving forward, all grass and snow removal will be maintained by us.

Upon vote, motion by Commissioner Frisch, seconded by Commissioner Braccio, the Executive Directors Report was accepted; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Commissioner Ginga arrived.

7. NEW BUSINESS

- a. Motion to approve Change Order #2 for FISH Project No. 277049 (Bathroom Upgrades)

Upon roll call vote, motion by Commissioner Braccio, seconded by Commissioner Frisch, it was voted to approve Change Order #2 for FISH Project No. 277049 (Bathroom Upgrades); the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Braccio	
Alexander Frisch	
Bertha Ginga	
Nancy Morris	
John Wood	

- b. Motion to approve the Certificate of Final Completion for FISH Project No. 277049 (Bathroom Upgrades) in the amount of \$34,395.00.

Upon roll call vote, motion by Commissioner Frisch, seconded by Commissioner Braccio, it was voted to approve the Certificate of Final Completion for FISH Project No. 277049 (Bathroom Upgrades) in the amount of \$34,395.00; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Braccio	
Alexander Frisch	
Bertha Ginga	
Nancy Morris	
John Wood	

- c. Motion to approve Change Order #1 for FISH Project No. 277051 (Family Whole House Heat Pump Project) in the amount to \$10,422.58.

Upon roll call vote, motion by Commissioner Frisch, seconded by Commissioner Braccio, it was voted to approve Change Order #1 for FISH Project No. 277051 (Family Whole House Heat Pump Project) in the amount to \$10,422.58; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Braccio	
Alexander Frisch	
Bertha Ginga	
Nancy Morris	
John Wood	

- d. Motion to approve Change Order #2 for FISH Project No. 277051 (Family Whole House Heat Pump Project) in the amount of \$2,957.00.

Upon roll call vote, motion by Commissioner Braccio, seconded by Commissioner Frisch, it was voted to approve Change Order #2 for FISH Project No. 277051 (Family Whole House Heat Pump Project) in the amount of \$2,957.00; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Braccio	
Alexander Frisch	
Bertha Ginga	
Nancy Morris	
John Wood	

- e. Motion to approve Amendment #16 to the Contract for Financial Assistance CFA 5001 in the amount of \$315,862.00.

Upon roll call vote, motion by Commissioner Wood, seconded by Commissioner Braccio, it was voted to approve Amendment #16 to the Contract for Financial Assistance CFA 5001 in the amount of \$315,862.00 (additional FY2021 Energy Conservation Sustainability Initiative Funding (DHCD Project #277051), Formula Funding Award fy2025 and formula Funding Award fy2026); the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Braccio	
Alexander Frisch	
Bertha Ginga	
Nancy Morris	
John Wood	

8. Other Business to Come Before the Board:

Paul discussed Fee Accountant, the switch. This authority is in great shape 54% in reserves which is outstanding and tenant accounts receivables is very low.

Commissioner Wood discussed possible properties to purchase for additional affordable housing using CPC Funds, Housing Trust Funds. Either purchase 5 Cordaville Road, yet that has a 1-year demo delay placed on it; or the South Union School, convert it. Discussion continued. He will set up a meeting with all involved.

9. ADJOURNMENT - Upon roll call vote, motion by Commissioner Frisch, seconded by Commissioner Braccio, meeting was adjourned at 6:38 PM.