

HINGHAM HOUSING AUTHORITY
30 THAXTER STREET
Hingham, MA 02043
(781) 741-1417
Fax (781) 741-9888

**Annual Board Meeting Minutes
May 11, 2016**

7: 15 PM Meeting called to order by Chair Watson
Present: Chair Watson, Treasurer Keyes, Commissioner Cooper,
Commissioner Wise, Commissioner Lauter, Executive Director, Napier

Minutes from April 13, 2016 – Commissioner Keys voted to approve and accept the minutes,
Commissioner Cooper seconded.

Vote 4-0. Commissioner Lauter abstained as she was not in attendance

Newly appointed commissioner, Irma Lauter introduced herself and expressed her keen interest
in affordable housing and Thaxter Park. She is eager to work with the board and housing
authority in the creation of more affordable housing.

Vote of officers-Commissioner Keyes suggested a rotation of officers as is the current practice of
the selectmen and other local boards. Commissioner Keyes nominated Commissioner Wise for
Chair, Commissioner Lauter seconded. Commissioner Cooper Nominated Watson for Chair,
Watson seconded.

Commissioner Keyes requested yeas for commissioner Wise

Vote 3-2

Commissioner Keyes nominated commissioner Watson as vice-chair, Lauter seconded

Vote 5-0

Commissioner Lauter nominated Keyes for treasurer, Cooper seconded

Vote 5-0

Commissioner Cooper nominated herself as secretary, Wise seconded

Vote 5-0

No Tenant Association report.

Director's Report, made by the Executive Director:

1. Vacancy Report-we had 1 vacancy during the month of April. Heavy smoking in unit
and maintenance still managed to turn it over in the required 21 working days. Tenant is
leased up.
2. Tenant Account Receivables-look good
3. Financial warrants-accounts payable distribution for April 2016.
Total- \$50,288 in Section 8 Housing Assistance Payments (HAP) and Accts payable-
\$35,875.34.

4. Accountant's Report for March 2016. We are over budget in maintenance partly due to the new Department of Labor and Industry 3% cost of living increases and additional hours due to vacancies and extraordinary duties.
5. Capital expenditures- Scotland Street- no additional costs YTD - \$6,897.07. Maintenance will begin working additional hours next week insofar as work orders allow and plan to finish project within next 45 days. Exterior door project is slated to begin on 5/9 following multiple delays from the contractor.
6. General update on properties—Thaxter Park continues to have plumbing issues due to age. Met with Fr Bill's regarding Veteran's housing and vacancy issues over there. New procedure in place. Scotland St and Beal St-no issues to report.
7. Lottery status- 1 completed application to date. Deadline for apps is 6/1/2016. Many applications have been sent out. We reached out to Cashman's office to apprise and set up an open house. They have assigned an agent to the project. No further updates from MCO for Damon Farm, however, one of their agents requested a Lottery Application for Ridgewood.
8. CPA-warrant article was fully supported at town meeting according to Jim Watson.
9. Director successfully submitted Family Self Sufficiency grant application requesting \$66,199 for the 2017 calendar year. We are awaiting approval. Our current grant is good through December 2016 for the same amount.

Old Business:

Nothing new to report on Beal Street development or Beal St. deed amendment. Smoking policy took effect May 1, 2016.

Damon Farm Monitoring Agreement discussed-Commissioner Wise made motion to give notice of termination of unexecuted contract. Cooper seconded.

Vote 5-0

Director reported application for Regional Capital Assistance waiver was denied and Director has filed an appeal to DHCD.

Women's Institute has been notified of warrant article and town vote approving \$30,000 in CPA funds for the feasibility study and architect/design services. Contract has been requested.

New Business

Commissioner Keyes made motion to accept and approve the Public Housing Notice 2016-09 Wage Match procedures as outlined in the notice-Resolution 2016-10, Lauter seconded

Vote 5-0

Commissioner Cooper made motion to approve and accept Cell Phone policy, Watson seconded-Resolution 2016-11

Vote 5-0

Correspondence letter from town administrator Alexiades addressed to Director Napier requesting contract was discussed.

Director has posted an ad for Tenant Selector/Occupancy Manager

Maintenance Reorg has been implemented due to retiring custodian. Hours are now split between supervisor and 1 custodian.

Purchase of affordable rental property discussed-Commissioner Wise made motion for Director to explore any affordable rental opportunities for purchase in accordance with the housing authority's mission, Keyes seconded
Vote 5-0

Commissioner Wise made a motion of appreciation on behalf of the Commissioners to Chair Watson for all of his work over the past year.

Motion to adjourn made by Commissioner Cooper at 9:45, seconded Watson.
Vote 5-0

Next regularly scheduled meeting is June 14 @ 7:00 PM.

Respectfully submitted,

Sharon L. Napier
Executive Director