

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

Board Meeting
August 15, 2016
Minutes

7:11 p.m. Meeting called to order by Chair Wise

Present: Chair William Wise, Vice Chair James Watson, Treasurer Robert Keyes, Commissioner Davalene Cooper, Commissioner Irma Lauter, and Sharon Napier (Executive Director)

Others Attending the Meeting: Lily Holzman, Thaxter Street Resident

Minutes from the June 14, 2016 Meeting were corrected to indicate that Commissioner Keyes was present and Commissioner Lauter was absent. The Minutes from the June 28 Special Board Meeting was corrected to indicate that Commissioners Watson and Wise were absent. With those changes, Commissioner Lauter moved to accept and approve the minutes from both meetings. Commissioner Keyes seconded.
Vote 5-0.

1. Report from the Executive Director and Discussion of the Report
 - a. Vacancy Report for June and July 2016—there was four vacancies for these two months. Two residents died and those units were transferred to 2 current residents. The turnover time for the units was excellent.
 - b. Financial Warrants for June and July 2016 were reviewed and discussed. Commissioner Cooper asked about the process for reviewing and paying bills. Executive Director Napier explained that once the bills are received, they are reviewed by Housing Authority staff, including the Executive Director, and then are given to Treasurer Keyes to review and approve payment by signing the checks. He reviews the invoices prior to approval. Commissioner Wise stated this was a good practice and we should reduce this payment process to a written policy for the future.
 - c. Financial Reports for June 2016 were reviewed and discussed. The accountant's report covered income and expenses through May, and indicated an overall positive balance of \$5518. June marks the end of the budget year and the accountant's report is not yet ready. In discussing the accountant's report, Commissioner Cooper asked about three items that were over budget (administrative other, maintenance labor, and extraordinary maintenance); these first two items indicate expenses related to Scotland Street that have not yet been reimbursed. Part of the maintenance labor and the third item relate to unexpected expenses at Beal Street and the congregate part of Thaxter Street. Despite these

unexpected expenses, there is a positive balance overall. Commissioner Wise suggested all new members of the Board meet with the accountant.

- d. Capital Expenditures and Projects Update: The exterior door project at Thaxter Street is completed. The next projects will be for new boilers and windows. Work on Scotland Street is two-thirds finished. The work for May, June, and July totaled \$6,036.61 and that amount was submitted for payment on July 14. The total year to date invoice is \$12,933.68.
- e. General Update on Properties—Thaxter Street: Congregant is being rehabbed—new paint, new linoleum and deep carpet cleaning as well as new vinyl siding on the porch.
- f. Ridgewood Crossing—the lottery process is now complete; there were three complete and eligible applicants. There is a delay in closing due to the lack of an occupancy permit. The costs to date include \$5,552.26 of expenses, plus 125.25 total hours of the Executive Director’s time from June 1, 2015 to July 23, 2016. In accordance with the agreement, the total amount to be invoiced is \$10,924.92, which includes the above expenses and \$5490 (3% of the affordable price of \$183,000).

Business Discussed at the Meeting

1. Commissioner Wise reported there has been no movement on removing the deed restriction on the Beal Street property.
2. Executive Director Napier updated the Board on the Regional Capital Assistance Team Waiver, which was denied by DHCD. There were only 3 waivers granted in the Commonwealth. However, it appears the new process will be a positive one, and Executive Director Napier is no longer concerned that the process will be burdensome for us.
3. The Board reviewed the certificate of substantial completion from DHCD regarding the Thaxter Street project regarding replacement of the doors. The certificate includes a punch list of items to be completed. Once this certificate is approved, Executive Director Napier will prepare a report for DHCD on the quality of the construction. Commissioner Cooper moved to approve the certificate of substantial completion. Commissioner Keyes seconded. Vote 5-0
4. Executive Director Napier requested that the Board authorize payment of her hours on the Ridgewood project. Commissioner Watson moved to compensate her for her hours on the project. (There was no second.) Commissioner Wise reviewed her record of hours and noted they do not make clear the time on this project was not on Housing Authority time, which was required by the agreement. He requested that Executive Director Napier provide time sheets noting this work was off hours; she then asked that her request be tabled until the next meeting.
5. DHCD approved Work Order No. 1694 for the boilers and windows project at Thaxter Street. Commissioner Cooper moved to approve the work order. Commissioner Lauter seconded. Vote 5-0. Commissioner Wise signed the work order.

6. The Board then discussed the three contracts regarding the development of the Beal Street property. These contracts, funded by the CPC grant, were negotiated by Executive Director Napier to meet the funds available for this part of the project. The first contract is with the Women's Institute; this is the group the Board worked with to develop the CPC grant proposal. This contract is for consulting and developer services (\$5000). The other two contracts are for the feasibility study with LDS (\$9000) and for preliminary design drawings with Strekalovsky Architecture (\$9500). With regard to the second two contracts, Executive Director Napier stated she contacted three vendors from references given to her by people who were knowledgeable about affordable housing in Hingham.

Commissioner Wise stated he thought before we approved any contracts, we should contact the Board of Selectmen to let them know of our plans for the Beal Street property and to coordinate with them as to plans for development of the Selectmen's Parcel. Commissioner Wise said there were larger issues regarding development along Beal Street and we should try to work with the town to perhaps ensure an easier process for meeting our goals for the property. Discussion followed as to whether the Board had any obligation to notify the town of its plans for the Beal Street property. Commissioner Lauter asked how the Board would respond if the town objected to our plans for development. Commissioner Wise responded the Board did not need the town's permission to proceed, but that it would be better to let them know what we were doing before we entered into any contracts. Executive Director Napier reminded the Board that she had already signed the contracts being discussed. The matter before the Board was whether to approve those contracts, already signed. There was concern expressed as to whether the contract with the architect would be able to be completed within the \$9500 fee. There was also concern expressed regarding the difference in buildings being evaluated between the contract with LDS (50 one and two bedroom units in one building) and with Strekalovsky (50 rental units in eight-plex buildings). Commissioner Cooper stated this difference was not important for the feasibility study since it was examining the need for low income housing in Hingham. Further discussion ensued. Commissioner Wise resigned his seat on the Housing Authority and left the meeting. Vice Chair Watson took over the role of chairing the meeting.

Commissioner Keyes moved the approval of the contracts with the Women's Institute, LDS, and Strekalovsky. Commissioner Lauter seconded. Vote 4-0.

It was noted the CPC funds will be exhausted with these contracts and the one with Sitec to do hazmat evaluation on the site. The Sitec contract is expected to be about \$9500.

7. The Board discussed whether it should create a non-profit to oversee the development of the Beal Street property. It would not be unusual for a housing authority to create a non-profit to oversee the development of this type of project. Commissioner Keyes shared documents prepared several years ago (in 2004) to create a non-profit for this purpose. Executive Director Napier will distribute copies of these documents electronically and this matter will be placed on the agenda for the September meeting.

8. The Board reviewed and discussed the draft of the PHA 5 Year Plan (Federal Programs only). This plan, submitted every five years, is designed to inform interested parties of the housing authority's basic policies, rules, and requirements. It also sets the goals for meeting the

needs of low-income, very low-income, and extremely low-families. After a few changes to the proposed draft, Commissioner Cooper moved to approve the PHA 5 Year Plan. Commissioner Lauter seconded. Vote 4-0.

9. Executive Director Napier informed the Board that for the six year in a row, the Housing Authority had received a Family Sustainability Grant. This grant is for \$66,199.

10. Lily Holzman presented a letter and petition to the Board. Commissioner Cooper accepted the letter and petition for inclusion on the agenda for the September 13th meeting.

Motion to Adjourn made by Commissioner Cooper at 8:47 p.m. Seconded by Commissioner Lauter. Vote 4-0.

Respectfully submitted,
Davalene Cooper, Commissioner and Secretary