

January 20, 2021

ZOOM Meeting

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Tim Becker
Joseph D'Ascoli, Executive Director
Lisa O'Neill
Absent: Judith Taylor – Tenant Commissioner

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:32 pm
- II. Adoption of Minutes – Meeting of December 16, 2020
Chairman Howroyd called for a motion to adopt the minutes of December 16, 2020. Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0. We own the power grids and there will be an upgrade by Siemens. We did have one issue with an electric bill for a tenant at Mayfair; their electric bill it was \$1,000 for one month. It was discovered they had been using their baseboard heating, space heaters and their air conditioning claiming it was too hot in their unit. Somehow, they had bypassed the shutoff for the baseboard heating. They have been informed should this happen again they will be held responsible for the overage on the bill.
- III. Correspondence - None
Mr. D'Ascoli shared the audit report from Siemens with reference to our energy savings. The report shows we exceeded the savings estimate by 1%. We are going into year 3 on this agreement and so far, have \$183,990 in savings and the reporting time is July 1 to June 30.
- IV. Accounts Payable - December 2020 Payment Summary & Detail Report
Mr. D'Ascoli shared the AP reports look different due to a new software program. These reports are broken down by programs. Commissioners agreed this format is easier to follow.
- V. Executive Director's Report
 - A. Financial Statements – December 2020
Mr. D'Ascoli reported the format for these reports is different due to the new software system we are using. Mr. Counihan explained this report will have greater detail monthly. The summary of Income/Expense is 25% higher than it should be due to the delay in receipt of the utility bills. The State Elderly program will no longer be reported monthly due to the DeMarco Management taking over the management of this property. They will report to us on a quarterly basis.
 - B. Vacancy Reports – December 2020
Mr. D'Ascoli noted we are still working out the kinks with the new software system, so we are hoping to have a clear report next month.

Mr. D'Ascoli shared leasing up units remains slow due to COVID. All housing authorities are reporting the same situation. HUD is aware of the slow down and they should not be sanctioning housing authorities due COVID.

Mr. Becker asked about several units that have been vacant for 100 days. Mr. D'Ascoli stated 11D, 42I and 87F should all be leased up on February 1.

With reference to the COVID Vaccine Mr. D'Ascoli explained he has been trying to work with agencies to get the vaccine to be brought directly to the Congregate due to most residents do not have transportation and bulk transportation has been halted due to COVID.

C. General Information

1. Memo – Revitalization Update to Westhill Gardens Congregate Facility
Mr. D'Ascoli reported the renovation project was completed on December 18. We are waiting for the Field Observer to come and do a punch list. Right now, there are 2 items that need attention; nails on the flat roof are popping through and the shower in unit 13 continues to have a ponding of water issue. The contractors state they have taken care of the situation, but water still ponds. Mr. D'Ascoli said he has spoke to Best Bath and they will be sending a new shower kit and he will get another contactor to install it, CHFA will be notified about this issue with NE Builders and having to get another contractor to install them and that expense.
2. Memo – Revitalization Update Spencer Village
Phase 1 has been completed on the renovation. There are several items we were not able to accomplish due to having to reduce the amount of money we were able to borrow. We were not able to paint the entire unit or replace the exterior doors. He is looking to get a grant from the Department of Housing to pay for these items.
3. Hillstown Road Report
Chairman Howroyd shared he sent an email Scott Shanley regarding Hillstown Road and is awaiting his response as to how MHA and the Town will proceed with the maintenance of this property. We do need to maintain a good rapport with the Town, and we need to know how they want to proceed if there are any Capital improvements that need to be done.
4. COVID 19 Updated Expense Report
Mr. D'Ascoli explained we have until the end of 2021 to use the funds given to us from HUD. What will we need to do should we reopen to the public, possible renovations to the office to maintain safety for residents and staff.
5. RAD
Mr. D'Ascoli shared he has received an email from Jennifer Gottlieb indicating that our application had been forwarded to HUD in Washington. We should receive a response back within 30 days.

VI. Chairman's Report

Chairman Howroyd asked the Board if anyone is interested in attending the virtual NERC NARO conference February 8 & 9 to let him know. Mr. D'Ascoli shared there is a one-time fee, and he has already signed everybody up. The agenda will be sent to the Board and the sessions will be available online for 30 days following the conference.

VII. Old Business – None

VIII. New Business - None

Mr. Becker asked when we can expect the Audit Report. Mr. Coughlin said he has not been given a date. The auditors have until June 30 to submit their findings. Chairman Howroyd said that once we have the findings, we could schedule a Zoom meeting to review their findings rather than having to have them travel to one of our Board meetings.

IX. Items for Future Agenda

Chairman Howroyd asked if members have any items, they wish to have put on the agenda to please send them to him or Mr. D'Ascoli.

X. Executive Session – Negotiation of Executive Director Contract

XI. Chairman Howroyd called for a motion to move into executive session. Mr. Rubin so moved; Ms. O'Neill seconded. Motion passed 4-0 at 7:33 pm.

Chairman Howroyd called for a motion to reconvene back to open session. Mr. Becker so moved, seconded by Ms. O'Neill. Motion passed 4-0.

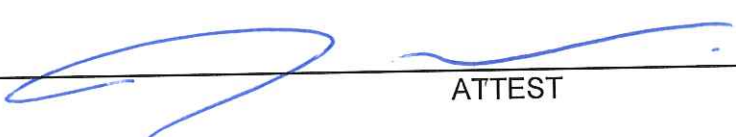
XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Rubin so moved; seconded by Ms. O'Neill. Motion passed at 7:51 pm 4-0.



CHAIRMAN

2/17/2021



ATTEST

2/17/21