

HINGHAM HOUSING AUTHORITY
30 THAXTER STREET
Hingham, MA 02043
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Regular Board Meeting Minutes January 12 , 2016

7:01PM Meeting called to order by Vice Chair Farrell

Present: Treasurer Keyes, Vice Chair Farrell, Commissioner Wise, Sharon Napier, Executive Director, Chair Watson absent

Motion made by Commissioner Keyes to approve and accept December 15, 2015 meeting minutes, Commissioner Wise seconded.

Vote 3-0

No tenant association report.

Director's Report:

1. Vacancy Report-we had no vacancies during the month of December.
2. Financial warrants-accounts payable distribution for December reviewed. Accountant's report for November 2015. All accounts are healthy. Accountant is working on December 2015 (end of quarter)- defer to next meeting.
3. Capital expenditures- Scotland Street-waiting on reimbursement from town submitted to CPA 10/23 for \$6,897.07.
4. General update on properties—Thaxter Park—We continue to have heating issues as systems are aging. ED's offices without heat for 2 days. Report of a small fire in one of the family units and a major leak in building 16. All have been repaired.
5. Beal St. elevator/lift issue has been resolved , keyless conversion completed and contract for ongoing maintenance/ services in place with United (same co town uses). Waiting on state for final inspection.
6. Grant Applications and grant status
 - a. Family Self Sufficiency Award FY 2015- \$66,199 (increase from \$65,647)
7. Lottery status- Ridgewood- continues on hold, Director has received concerns that the unit may not be in compliance as it is not similar in appearance to market units. She has notified DHCD and is awaiting guidance on moving forward. Monitoring of Damon Farms--ED concerned there has been no update nor lottery agent named, will draft letter.
8. CPA application- Final presentation on 1/8 was met with positive feedback overall.
9. Four interested candidates in vacant board seat-discussion of length of term.

Director will submit letter as discussed to individual selectmen requesting filing of amendment to Beal Street deed.

Commissioner Wise will explore automatic stove shutoff device through and any potential grants, cost estimate \$10,000 according to Maintenance Supervisor.

Commissioner Wise made motion to accept and adopt Smoking Policy-Resolution 2016-01,
Keyes seconded
Vote 3-0

Commissioner Wise motioned to accept and adopt credit card policy –Resolution 2016-02,
Keyes seconded
Vote 3-0

Commissioner Wise made motion to accept and approve Fenton & Ewald Accounting services
contract –Resolution 2016-03, Keyes seconded
Vote 3-0

Commissioner Wise explored feasibility of expansion of affordable development at Thaxter
Park- discussion that it would not be feasible due to wetlands and ledge, Keyes reported that
feasibility had been explored in the past. The only possibility may be the admin offices at bldg.
#4.

PHA 5 Year Plan-Discussion-Vote Resolution 2016-04-Deferred
Annual Lead Paint Certificate-Vote Resolution 2016-05-Deferred

Director presented correspondence from resident Holzman requesting that charges for key
replacement be forgiven, board supported Director's decision to charge resident a discounted
amount and repayment of \$5.00 per month until paid off.

Director presented thank you correspondence to local vendors for contributions to Thaxter Park
for holiday luncheon.

Motion made by Keyes to adjourn @ 9:05, Wise seconded. Next regularly scheduled meeting
will be February 9, 2016 @ 7PM.

Respectfully submitted on behalf of the Housing Authority Board of Commissioners,

Sharon L. Napier, Executive Director