

HINGHAM HOUSING AUTHORITY  
30 THAXTER STREET  
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**Board Meeting**  
**October 11, 2016**  
**Minutes**

7:12 p.m. Meeting called to order by Vice Chair James Watson

Present: Commissioner Robert Keyes, Commissioner Davalene Cooper, Commissioner James Watson, Commissioner Elizabeth James, and, Sharon Napier (Executive Director).

Absent: Commissioner Irma Lauter

Vice Chair Watson welcomed Elizabeth James to the Housing Authority Board. Commissioner Keyes moved to approve the minutes from the September 13, 2016 meeting. Commissioner James seconded.

Vote 4-0.

Public Comments: Several residents attended the meeting and made the following comments to the Board:

- Sherry Smith spoke to publicly acknowledge the support she received from the Housing Authority staff and from Commissioner Keyes following her automobile accident and hospitalization.
  - Marguerite Caron and Pat O’Laughlin expressed their concern that the maintenance staff does not have sufficient hours to complete all of the projects required to be done. They noted the problem of hallways that are partially painted and the maintenance staff have not been able to come back and complete the painting because of other responsibilities. Executive Director Napier responded that the hours for maintenance staff are set by the Commonwealth and although there is a need to complete unfinished projects, it sometime takes too much time for the men to get back to the project. She also noted the maintenance budget has been overspent this year by about \$10,000. Commissioner James noted that this is where it would be helpful to again have a Tenant’s Association that could work with staff to establish priorities and help to address concerns. Denise Aucoin also raised an issue with respect to waiting several months for painting to be completed in an area.
  - Lily E. Holzman stated there were gutters that needed to be cleaned.
1. Report from the Executive Director.
    - a. Vacancy Report for September 2016—there was one vacancy during the month of September.
    - b. Financial Warrants for September 2016 were reviewed and discussed by the Board. Section 8 Housing Assistance Payments (HAP) totaled

\$50,821.00 and Management Accounts payable in the amount of \$37,364.70.

- c. Accountant's Report for July noted a surplus of \$16,033 in the 400-1 state program.
- d. Capital Expenditures—there were no capital expenditures for the month of September.
- e. General Update on Properties—Thaxter Park: Boiler Docs have been sent to biddocs. Windows are in process, but the project will be delayed due to weather and walkway plans, which have been drafted. Project amounts are as follows: Boilers--\$131,500 estimated budget from DHCD; Windows--\$139,196 estimated budget from DHCD; and Walkways--\$45,000 estimated budget from DHCD. Congregate automatic door opener estimates are in and the best company is DORMA, price is \$2231. Professional cleaners have also cleaned the carpets at Congregate.
- f. Deputy Director Andrea McDougall has given her notice as she was offered an Assistant Director position closer to her home at the Mansfield Housing Authority where she had previously worked.
- g. CPA 2017 Grant Application Status—we did not submit a proposal prior to the deadline.
- h. Lottery—Monitoring Status on Ridgewood Crossing Update: Our responsibility for this project is complete, although we have not yet received payment for our work. We understand the funds will be arriving soon. The property itself still does not have an occupancy permit, but that is not relevant to our work on the project.

## 2. Old Business.

- a. Beal Street Development. The Commissioners discussed the possibility of working with the Town and the Board of Selectmen to develop more affordable housing in Hingham. There also was discussion as to whether this parcel was best used to develop elderly housing or family housing or some mixture. Commissioner Watson noted that the last expansion at Thaxter Park created 20 housing units for the elderly and 8 for family. Commissioner Keyes noted the need in Hingham for more low-income elderly housing. Discussion also centered on the cost effectiveness of having one building as opposed to eight smaller buildings. The architect needs guidance from the Board in order to create the initial drawings for the proposed project. Commissioner Keyes stated a one building design could contain a community room where residents could gather together and that would be a good thing for the residents. Commissioner James agreed that one building with a community room would fit the needs of the residents better. Commissioner Cooper noted such a building could contain units for both families and elderly residents.

Commissioner Cooper moved that the initial project design be for one building with 50 units. Commissioner Keyes seconded. Vote 4-0.

- b. Non-profit discussion was deferred to a later meeting.
- c. Beal Street Deed Amendment. There has been no further discussion with the Board of Selectmen as to removing the deed restriction on the Beal Street property. We requested to be put on the agenda at a Selectmen's Meeting to discuss this matter, but as of the date of the meeting, we have received no response to this request. Commissioner Cooper informed the Board that she had reviewed the deed restriction itself at the Plymouth County Registry of Deeds; the deed restriction's express condition that the property be used for a "Residential educational facility for emotionally disturbed children" (adolescents) or similar facility is dated March 7, 1989 and expires (or the rights terminate) after 30 years. This means the deed restriction will expire on its own on March 8, 2019.
- d. There is no update from the Women's Institute, but Executive Director Napier noted they will want to meet with the Board at some point to discuss the project. This will likely need to be a special meeting.
- e. Follow Up to Issues Raised by Thaxter Park Resident Lily Holzman's letter to the board. Executive Director Napier noted that she and other staff do regularly walk around the property. The community room is open on weekends and on Thursday night until 8 p.m. She checked to make sure the answering service picks up calls on weekends and when the other lines are busy in the office, and that does happen. It was also noted that Ms. Holzman did not have the correct phone number to call the office and that might have been why she was not getting an answer; she now has the correct phone number.

### 3. New Business

- a. Fair Market Rents/Payment Standards effective 12/1/2016, which are for 110% of market value. Commissioner Cooper moved we approve the Fair Market Rents/Payment Standards effective 12/1/2016. Commissioner Keyes seconded. Vote 4-0.
- b. Hands-Free Door for Congregate. Commissioner Keyes moved that we purchase and install the hands free door for the Congregate housing. The estimated cost is \$2231. Commissioner Cooper seconded. Vote 4-0.
- c. Certificate of Final Completion & Payment of \$1377.50 to Fox Painting. Commissioner Keyes moved that we approve the certificate of final completion and payment of \$1377.50 to Fox Painting. Commissioner James seconded. Vote 4-0.
- d. Administrative Reorganization: Executive Director Napier explained to the Board her plans to reorganize some staff functions in light of Ms.

McDougall's departure. For the present time, Executive Director Napier will pick up extra hours to do payroll work that is being done by Ms. McDougall and which no one else in the office, other than the Executive Director is trained to do. Once a new person is hired to replace Ms. McDougall, we will revisit the issue of the extra hours allocated to the Executive Director to do payroll. The Board supports this approach to the current personnel situation.

- e. FY 2017 Budget Guidelines. The good news is we will receive a 3% increase across the board from the Commonwealth. The staff have met regarding some of the possible budget items, but the Board will need to have a special meeting to discuss the budget.
- f. Correspondence: We received a note from Sherry Smith thanking the staff for their welcome when she returned home following her accident and hospitalization.

Motion to Adjourn made by Commissioner Cooper at 9:10 p.m. Seconded by Commissioner James. Vote 4-0.

Respectfully submitted,  
Davalene Cooper, Commissioner and Secretary