

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

**Board Meeting  
February 14, 2017  
Corrected Minutes**

7:00 p.m. Meeting called to order by Chair Robert Keyes

Present: Commissioner Robert Keyes, Commissioner Davalene Cooper, Commissioner Elizabeth James, Commissioner Irma Lauter and Commissioner James Watson. Marge Carr is present on behalf of the Executive Director, who is absent for this meeting.

Commissioner Lauter moved to approve the minutes from the January 10 2017 Minutes. Commissioner Watson seconded. Vote 4-0-1. Commissioner James abstained since she was not present at the January meeting.

1. There was no report from the Tenant Association as there is no tenant's association. Commissioner Lauter and other members of the Board discussed how we might support and encourage the creation of an association.
2. Written Report from the Executive Director. Marge Carr was available to answer questions and provide additional information. On behalf of the Board, the Chair thanked Marge for being present at the meeting.
  - a. Vacancy Report for January 2017—there were no vacancies during the month of January.
  - b. Financial Warrants for January 2017 were reviewed and discussed by the Board. Section 8 Housing Assistance Payments (HAP) totaled \$50,721 and Management Accounts payable in the amount of \$42,891.68. Larger or one time payments included \$10,105 to the Hingham Sewer Commission, \$5660.32 to Strelakovsky Architecture for the windows replacement project, \$546 for legal services regarding a resident issue, \$939.80 for new file cabinets, \$1128 for quarterly fire hydrant testing, and \$1345 for pest extermination services provided by Yankee Post Extermination.

Commissioner Lauter asked how bills are paid and who signs the checks. All bills are reviewed by the Associate Director and then by Commissioner Keyes as Treasurer. He signs all checks; the second signer is the Executive Director.

- c. Accountant's Report for December and January was reviewed and discussed by the Board. We are still in good shape with healthy reserves, although there were some

larger annual payments made in January. Thaxter Park State 400-1 program is \$25,434.

- d. There were Capital Expenditures of \$5660.32 to Strekalovsky Architecture for the windows project.
- e. General Update on Properties—Thaxter Park: Budget approval for \$18,000 in extraordinary maintenance costs that will include hot water heater replacements, common area refurbishing, and plumbing upgrades. Work continues on the Scotland Street house.
- f. Marge Carr will now be the Resident Service Coordinator for Congregate. As such, she will fill vacancies and coordinate services for residents in Congregate and be the contact person. She will coordinate with South Shore Elder Services, South Shore VNA, and any other service providers.
- g. A new part time maintenance assistance has been hired for 15 hours per week.

### 3. Old Business.

Bylaws: Commissioner Cooper distributed proposed amendments to the bylaws, which were originally approved in 1967 and have never been updated to reflect changes in state law governing the Board. The Board discussed the proposed amendments. Commissioner Cooper will distribute an electronic version of the bylaws for additional comments and the proposed changes will be on the agenda for the next meeting for a possible vote.

Beal Street Development: The Board reviewed the report on affordable housing supply and demand analysis for Hingham, prepared by LDS Consulting Group. This report demonstrates the need for low income elderly housing in Hingham. The Board also reviewed the initial drawings for a proposed senior housing project on the Beal Street Property. These plans and reports have been shared with the Board of Selectmen as we await a response to our request to be put on the Board of Selectmen's agenda to discuss releasing the deed restriction on the property. Commissioners were very pleased with the proposed plans for this development.

### 4. New Business.

Commissioners Lauter and Cooper reported on the recent commissioner training they attended. Specifically, they learned of the importance of having new board member packets that would include registers for contract and insurance vendors to assist in compliance with state ethics and conflict of interest requirements. The importance of a copy of all policies of the housing authority was also stressed. Both Commissioners Lauter and Cooper expressed how valuable these trainings offered by Mass NAHRO. Commissioner Cooper provided Marge Carr with the listing of items that every board member should have once they join the Board.

Contract of Financial Assistance—CFA. The Board reviewed the CFA for increased capital funds through June 30, 2019. Commissioner Cooper moved to accept and approve the increased capital funds as Resolution 2017-01. Commissioner Lauter seconded. Vote 5-0.

Public Housing Notice 2017-03 Emergency Pull Cord Discontinuance was discussed by the Board. Instead of the emergency pull cords, DHCD is recommending that residents obtain a Personal Emergency Response System (PERS). These systems are covered by MassHealth or Home Care benefits and are more likely to result in the resident receiving help when needed.

The Board reviewed and discussed the DHCD Budget Approval with an Adjusted Non-Utility Expense Level of \$276,214.

The Board received the 1096 2016 Reporting and 1099 Vendor Contractor List.

The Board reviewed and approved the Annual Town Report for 2016.

#### 5. Correspondence.

The office received two notes of appreciation from residents of Thaxter Park. One note was for the nice plowing job during the most recent snowstorm. Another resident expressed appreciation for the installation of a special faucet that would automatically turn off, thereby eliminating the possibility of a water leak. Finally, there was an article in the Hingham Journal regarding the recent holiday luncheon.

Motion to Adjourn made by Commissioner Lauter at 8:25 p.m. Seconded by Commissioner James. Vote 5-0.

Respectfully submitted,  
Davalene Cooper, Commissioner  
Pro Temporo Secretary