

HINGHAM HOUSING AUTHORITY  
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**Board Meeting**  
**March 15, 2017**  
**Minutes**

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

Present: Commissioner Robert Keyes, Commissioner Davalene Cooper, Commissioner Irma Lauter and Commissioner James Watson. Executive Director Sharon Napier.

Absent: Commissioner Elizabeth James

Commissioner Keyes moved to approve the minutes from the February 14, 2017 meeting with the following two corrections. Marge Carr attended the meeting on behalf of the Executive Director, not Margie Carr. At 2.c., the second dollar sign was removed from the 400-1 program amount. Commissioner Lauter seconded. Vote 4-0.

1. There was no report from the Tenant Association as there is no tenant's association. Commissioner Lauter and other members of the Board remain committed to the creation of an association, and hope tenants come forward to organize such an entity.
2. Report from the Executive Director.
  - a. Vacancy Report for January 2017—there were four vacancies during the month of February. The Executive Director stated that there is at least a 2 year waiting list for emergency housing.
  - b. Financial Warrants for February 2017 were reviewed and discussed by the Board. Section 8 Housing Assistance Payments (HAP) totaled \$49,687 and Management Accounts payable in the amount of \$49,386.20. Larger or one time payments included \$9,500 to Strelakovsky Architecture (to be reimbursed by CPA funds), \$8,780.00 to SITEC (to be reimbursed by DHCD bond funding), and \$4595.00 to Ritterhaus Plumbing for replacing valve feeds in two buildings and a new water heater.
  - c. Accountant's Report for February was reviewed and discussed by the Board. We are in good shape with healthy reserves: reports were favorable for all accounts. Thaxter Park State 400-1 program is \$26,189.00 (State).
  - d. Commissioner Lauter requested that a financial balance sheet be included in the monthly reports to the board, beginning with the April meeting.

- e. There were no capital expenditures in February.
- f. General Update on Properties—the Maintenance Supervisor submitted a written report on the properties. Thaxter Park: The windows replacement project was sent out to bid by the architect before final approval by DHCD. The deadline is being extended due to some confusion related to a change in the procurement law last year. The sidewalk project continues and is at the schematic design stage. The boiler project is waiting for final DHCD approval. A reasonable accommodation request for a new railing and grab handle has been completed. Two of the three hallway renovations in building 16 have been completed; the third hallway will be renovated as soon as the vacant units have been prepared for turnover. Vacant units are being prepared for turnover; some of the work on these units has been extensive. All boiler auto feeds have been completed and one aging hot water tank has been replaced, as well as a leaking mixing valve. Work continues on the Scotland Street house; the front dormer window has been stripped and Tyvek wrapped and is now ready for siding.

The Veteran's House is 100% leased. There are no issues with the Beal Street facility.

- g. The Executive Director explained the reorganization of the maintenance staff and the hiring of a third person on an hourly basis with no benefits as needed.

### 3. Old Business.

Bylaws: The proposed amendments to the bylaws were discussed. Commissioner Cooper moved to approve the proposed amendments to the bylaws, which were originally approved in 1967. Commissioner Lauter seconded. Vote 4-0, Resolution 2017-02.

### 4. New Business.

The Executive Director distributed the Policy and Procedure Manual for discussion at the annual meeting in May.

There was discussion on PH-Notice 2017-5 which concerns mandatory board member training. This is an online set of training programs. Each board member must complete the trainings by the deadline of 11:59 p.m. on Monday, June 19, 2017.

Information was distributed regarding the Mass NAHRO Conference in May.

The Board discussed the notice from the Division of Occupational Safety regarding the minimum wage rates to be paid for the positions of Groundskeeper/Custodian (\$24.11 per hour) and Maintenance Supervisor (\$30.37 per hour). Commissioner Cooper moved to approve the rates. Commissioner Watson seconded. Vote 4-0, Resolution 2017-03.

The Executive Director explained that the administrative staff is currently in the process of recertifying all of the 92 residents at Thaxter Park to determine continued eligibility and rental payments. This process requires extensive collection and review of documents. The Board requested that the Executive Director extend its appreciation to the staff for their dedicated work on the annual recertifications.

Commissioner Lauter requested that the Annual Meeting in May be moved from Tuesday, May 9 to Monday, May 8. The board agreed to change the meeting as requested.

5. Correspondence.

The Executive Director shared communications with the Board of Health regarding a matter related to the congregate unit.

Motion to Adjourn made by Commissioner Cooper at 8:05 p.m. Seconded by Commissioner Lauter. Vote 4-0.

Respectfully submitted,  
Davalene Cooper, Commissioner  
Pro Temporo Secretary