



West Boylston Housing Authority

c/o Leominster Housing Authority, Managing Agent
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Town Clerk Received:

2/12/2021 Posted

NOTICE OF REGULAR MEETING

Submitted by: Benjamin Gold, Executive Director 2/12/2021

The West Boylston Housing Authority will meet virtually on Thursday, February 18th at 4:30 pm. Due to social distancing guidelines related to the COVID-19 state of emergency, this meeting will be held remotely. The public is invited call in to the meeting via phone. To do so, call the conference line at **1-866-899-4679** and enter the **Access Code 648-026-573** followed by the # sign. The meeting will start promptly at 4:30 pm; the Board Chair will conduct the meeting. Participants will be instructed on the appropriate time and manner for public comment during the meeting.

ITEMS TO BE DISCUSSED

1. **Meeting Called to Order**
 - a. Roll Call
 - b. Approval of Regular Minutes of January 21, 2020
 - c. Opportunity for Public Comments
2. **Executive Director Report**
 - a. COVID-19 Update
 - b. Finance Transition
3. **Financials**
January 31, 2021 Financial Report
4. **Administration**
 - a. Modernization/Work Order Report
 - b. State-Aided Housing Report
5. **Unfinished Business** – Any Items Needing Further Discussion
6. **New Business**
Discussion and Vote on Sending Letter from the Board to Residents About Approaching Board Members with Their Issues.
7. **Other Correspondence** - None
8. **Resident Participation** – None Requested
9. **Motion to Adjourn** – Next meeting scheduled for March 18, 2021

WEST BOYLSTON HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
87 Maple Street, Orchard Knoll (virtual meeting held)

January 21, 2021

Members Present: Brenda Bowman, Vice Chair
Patricia Boucher, Treasurer
Christopher Berglund, Assistant Treasurer

Members Absent: Marcia Cairns, Chair

Also Present: Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Denise Ivaldi, Recording Secretary

1. Meeting called to order

a. Vice Chair Brenda Bowman asked for a roll call of members – Brenda Bowman-present, Patricia Boucher-present, Christopher Berglund-present, Marcia Cairns-absent. Also present at the meeting were Benjamin Gold, Executive Director, Adam Gautie, Assistant Executive Director and Denise Ivaldi, Administrative Assistant. The Vice Chair declared a quorum of members present and called the meeting to order at 4:45 pm.

b. The minutes of the December 17, 2020 meeting were presented. Patricia Boucher made a motion to approve the minutes; Brenda Bowman seconded and all were in favor.

c. There is opportunity for public comments. The following comments were made:

1. Resident said things are going smoothly but asked how they would know if their work orders were received if not an emergency; how long should they wait to check in again? Adam Gautie stated the current system did not allow that option. The software company was recently purchased by a larger company; we will be transferring over to the new system. The hope is to have an email or text sent with confirmation and status of work orders.
2. The same resident stated Andy is doing a wonderful job but there is too much work for one person; years ago, there was a second maintenance position. Someone added years ago, there were signs put up but no one was interested in part-time work. Ben Gold stated we are looking to add another full-time maintenance position. This position would be for groundskeeping; would be an employee of W. Boylston H.A. but shared with all four of our housing authorities who would also share costs. We are working on the specifics.
3. The same resident stated a lot of housing authorities apply for grants; did they have to be for a specific item? Some older residents having difficulty getting in/out of tubs. Adam Gautie stated the grants are for specific need or cause; could use DHCD sustainability or capital improvements funds. Ben Gold added could be considered a Reasonable Accommodation on an as-needed basis.

2. Executive Director's Report – Ben Gold

a. COVID-19 Update – Continue with sanitizing, social distancing, sign-in for those entering the buildings.

b. COVID Vaccines – Housing authorities have been moved to Phase 2 for vaccines; sometime in February/March. We have been contacting the local Board of Health to organize; on or off site; no answers yet. More information as we receive it.

3. Financial Report – December 2020 Report

Three months in our reserves are good at 47.29%. Rents are on target; we earned \$20,000 in subsidy. We have an operating loss of \$7,779. This statement reflects the DHCD revised 2021 guidelines of level funded ANEUL. We purchased a boiler in December for \$7,700 which we will try to move; we have pre-approval for a DHCD Sustainability Grant to pay for this.

We are still trying to figure out the water/sewer issue. Andy (maintenance) has been reading some of the meters; the Water Department has been notified. They have someone coming out to read all the meters; we are also checking for leaks. Readings have been extremely high; there is a possible calibration issue or meters being read wrong. We have sent notices to our families asking them to contact the office if they notice any leaks within their units.

Adam Gautie informed the Board that the fee accountant costs for last year was \$787/month versus this year of \$810/month (a 2.9% increase); he saw no problems.

Christopher Berglund moved to accept the December 2020 financials. Patricia Boucher seconded; all were in favor.

4. Administration

a. Modernization/Work Order Report – Adam Gautie

667 Maintenance Garage Addition (Fish #305038) – Lack of bids within our budget; this project is on hold.

705 – Asphalt Repairs (Fish #305046) – In planning phase; work to be completed in the summer.

We have spent a lot of money on projects this year. Residents can always attend our annual CIP meetings with suggestions for projects.

Work order report – There were 23 routine work orders with 21 completed and five (5) emergency work orders with all completed. Andy is going a great job!

b. State-Aided Housing Report – Ben Gold

We received two (2) standard applications in December; one elderly/young disabled and one family. We have 1,062 elderly/young disabled and 2,336 families on the waiting list. There were no lease-up and no vacancies in December. Overall occupancy is 100%. We have two units on waiver; one elderly and one family unit. The elderly unit will be a transfer to a first-floor apartment; creating another vacancy for the second floor. The family unit (#12) has had a significant delay due to asbestos removal. The rim joist between the first and second floors has rotted. The unit will need another 5-6 days of work for painting, waxing the floors. Unfortunately, there has also been an issue with toilets leaking between #11 and #12 (#11 major leak upstairs). This created a mold issue; Puroclean was called in. Maintenance is monitoring and if there are no leaks over the weekend; he can finish the drywall, etc.

5. Unfinished Business

The Board had asked about the housing authority insurance and premium; there was a high increase this year. Ben Gold stated we cannot obtain our own insurance; DHCD obtains insurance for all the housing authorities as a bundle. Adam Gautie added that he had asked DHCD for some documents on this but has not received anything yet.

6. New Business - The following resolution was presented by the Vice Chair:

a. Resolution 2021-1 Approval of DHCD CFA Amendment #11 (FY24 FF Award-\$84,625.00). This is a standard contract amendment with funding based on the number of units; no limitations on using the funds. Motion made by Christopher Berglund to approve Resolution 2021-1 CFA Amendment #11; Patricia Boucher seconded and all were in favor.

Patricia Boucher stated she thought it was unfair that elderly residents have to walk back and forth several times to do laundry; they aren't allowed to wait in the Community Room area. Ben Gold said he would revisit but the reasoning was to have residents congregating in the area during COVID. All Community Rooms at our four housing authorities continue to be closed at this time. He reiterated that it only takes one individual having COVID to spread it to other residents and this is what the housing authority is trying to avoid.

At this time, Ben Gold also informed the Board there were no write-offs for the last quarter; the Board was very pleased to hear that.

7. Other Correspondence

- PHN 2020-40 Management Agreement Guidelines. This PHN covers Management Agreements and temporary E.D.s; templates were provided to keep everything standardized.
- PHN 2020-41 December 2020 COVID Relief Bill and State-Aided Public Housing. This PHN covers how money is treated for rent certifications when received by our residents.

8. Resident Participation - None Requested

9. Motion to Adjourn

There being no further business, Patricia Boucher made a motion to adjourn the meeting at 5:40 pm. Christopher Berglund seconded; all were in favor. The next meeting is scheduled for Thursday, January 21, 2020.

Executive Director Report

February 2021

West Boylston Housing Authority

- COVID-19 Update
- Finance Transition

West Boylston Housing Authority Modernization and Work Order Reports

Modernization Report

- **667 - Maintenance Garage Addition – FISH #305038**
The contractor decided to not move forward with this project. This was discussed with DHCD who agreed to mutually terminate the contract due to COVID-19. We re-bid the project with bids due 08/12/2020, but only received one bid in the amount of \$72,800. The budget for this project is \$42,500. We are going to rebid this project in the spring.
- **705 - Asphalt Repairs – FISH #305046**

This project is in the planning phase. The plan is to bid in the spring for completion next summer.

Work Order Report

Project	W. O .			Emergencies			Non-Emergency		
	Total	Done	Open	Total	Done	Open	Total	Done	Open
Work Orders From: 01/01/2021 Thru: 01/31/2021									
WB - MA State 667	11	10	1	4	4	0	7	6	1
WB - MA State 689 Foster St	1	1	0	0	0	0	1	1	0
WB - MA State 705	11	11	0	6	6	0	5	5	0
Total All Projects Listed:	23	22	1	10	10	0	13	12	1

WEST BOYLSTON HOUSING AUTHORITY
STATE-AIDED HOUSING STATISTICS

January 2021

In January, we received 4 Standard Applications: 2 Elderly/Young Disabled and 2 Family

Number of ALL West Boylston Housing Authority Applications in CHAMP (i.e. Emergency, Transfer, and Standard Applications):

Elderly: 1,096 496 Elderly, with 62 applicants claiming priority/emergency status
44 Veterans: 4 local and 40 non-resident/preference
600 Young Disabled, with 58 applicants claiming priority/emergency status
12 Veterans non-resident preference

Family: 2,442
1,748 Two-Bedroom with 297 applicants claiming priority/emergency status
8 Veterans non-resident/preference
674 Three-Bedroom applicants, with 77 applicants claiming priority/emergency status
8 Veterans non-resident/preference

OCCUPANCY

Total Number of lease-ups in **January**: **Zero**

VACATES

Total Number of vacancies in **January**: **Zero**

Orchard Knoll:

Elderly:	100% Occupied	(1 Empty Unit – 1 Waiver = 0 Vacancy)
Family:	100% Occupied	(1 Empty Unit – 1 Waiver = 0 Vacancy)
OVERALL OCCUPANCY:	100% Occupied	