STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

January 17, 2023

Members Present:
Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer

Members Absent:
Eleanor Gates, Tenant Board Member

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Jessica Davies, Assistant Housing Manager Satellite Locations

1. **Opportunity for Public Comments:**
   a. A discussion of LAMB was held; there have been no updates from when LAMB completed the presentation to the residents. One tenant explained there was not enough participation of tenants for LAMB to move forward and with low numbers, it may not be beneficial to LAMB. Executive Director stated a survey would be sent out to tenants about their interest in LAMB.
   b. Parking was discussed. Some tenants brought up concerns about not having specific handicap spots for certain tenants. There was a question of changing the fire lane to accommodate additional parking. Vice Chair stated he has seen contractors parking in tenants' spots when he comes throughout the week to check on the property.

2. **Meeting Called to Order**
   a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, and Laurel Barrett-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and called the meeting to order at 5:30 p.m.
   b. The minutes of November 15, 2023 were presented. Vice Chair expressed his displeasure over the minutes, stating there is not enough specifics. Vice Chair expressed the conversations of prior meetings is lacking depth. Vice Chair and Treasurer requested more details be documented going forward. Administrative Assistant/Special Projects to ensure this occurs. Vice Chair made a motion to approve the minutes; Treasurer seconded, with all in favor.

3. **Executive Director Report**
   a. The Executive Director stated the State Appointee needs to be approved by the Governor. Chair asked when this would happen. Administrative Assistant/Special Projects explained that we were not given a timeline; we will be informed by the Governor's office when it has been done. Administrative Assistant/Special Projects explained that while talking to Kathleen Farrell from the Town Hall, it was determined there is an issue with the board terms. Board Member Eleanor and Treasurer Laurel were given the same term dates, which then triggered Chair Carolyn and Board Member Eleanor to be up for election at the same time in 2026. Administrative

Assistant/Special Projects explained Kathleen Farrell is following up on this issue. Vice Chair asked the name of the potential State Appointee. Administrative Assistant/Special Projects stated she did not remember the name off-hand; Vice Chair expressed his dislike to the answer.

b. Executive Director reminded the board of the new Board Member Training and the Ethics Training. Vice Chair took issue with both of the trainings, as he recently completed, for the first time, the Board Member Training. Executive Director explained the new Board Member Training has additional sections. Vice Chair and Treasurer expressed concerns with "signing off" on items and not having a reference to refer back to. Chair asked for specific examples; Vice Chair and Treasurer were not able to provide any. Vice Chair asked why they had to complete additional Ethics Training. Administrative Assistant/Special Projects explained the Ethics Training log-in info that was provided originally in November 2023, by Administrative Assistant/Special Projects, is the same training that the Town Hall will be emailing out. Administrative Assistant/Special Projects explained the Town Hall is now overseeing the Ethics Training and not the Housing Authority. Administrative Assistant/Special Projects explained everyone will have 30 days, from the date of the email received, to complete the Ethics Training. Vice Chair brought up concerns about the board not having enough clarity with what is going on with the Housing Authority operations. Vice Chair explained that, per Board Member Training, they are supposed to have supervision over everything; Vice Chair pressed how he feels that they do not do such currently. Chair asked for specific examples and none were provided. Treasurer asked if there were any handouts that could be printed from the Board Member Training to refer to. Chair stated she logs into the Board Member training to looks for references. The Executive Director explained MassNAHRO is working on a Board Member Manual that should be completed soon. Administrative Assistant/Special Projects to look into handouts for the meantime.

c. Executive Director discussed the possibility of needing to change the date of February's meeting due to scheduling conflicts.

d. Executive Director introduced new Assistant Housing Manager Satellite Locations Jessica Davies.

4. Financial Report

a. The financials of November and December, 2023 were not available. The Executive Director explained Fenton, Ewald and Associates, PC is working on the Year Ends, which included these months. Sue Honeycutt will be presenting the financials when it is complete. Vice Chair expressed his dislike of not having the financials ready. Vice Chair talked about there being not enough details about the financials and lack of clarity with what is being signed off. Treasurer was in agreement. Chair asked for clear examples and none were provided.

5. Administration

a. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040

This project is underway. The contractor is prepping for insulation and will begin installing insulation during the latter part of January. Completion is scheduled for 03/11/2024.

667-1 Replace Federal Pacific Electric Panel FISH# 282042

The construction documents are 100% complete and approved by HLC. We are bidding this project on 1/17/2024 with bids due 2/7/2024.

Work Order Report: There was a total of 16 with 13 completed and 3 open. Out of these, 5 were Emergencies and have been completed.

b. **State-Aided Housing Report** – Executive Director
In November, we received 6 Standard Applications (Elderly/Young Disabled). There were 0 lease-ups and vacancies in November.
In December, we received no Standard Applications (Elderly/Young Disabled). We have 1,104 Elderly and 1,463 Young Disabled applicants on the waiting list. There was 1 lease-up and 1 vacancy in December. We are at 97.37% occupancy (3 Empty unit – 2 Waiver = 1 Vacancy).

6. **Unfinished Business** – None

7. **New Business** – None

8. **Other Correspondence**
   a. EOHLC PHN 2023-21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Periods 11-17-2023 to 11/17/20
   b. EOHLC PHN 2024-1 Public Comment Period for Promulgation of Amendments to 760 CMR 6.00

9. **Motion to Adjourn**
   There being no further business, Vice Chair made a motion to adjourn the meeting 6:03 p.m. Treasurer seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

February 28, 2024

Members Present:
Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer

Members Absent:
Eleanor Gates, Tenant Board Member

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Suzanne Bonney, Director of Finance
Sue Honeycutt from Fenton, Ewald and Associates PC

10. Opportunity for Public Comments:

a. Tenant stated there is no hot water in the community room kitchen and that it is "against the law" to wash dishes in cold water. Executive Director asked if a Work Order was placed. The tenant stated they did not place one. Assistant Executive Director to follow up. Tenant requested motion sensor lights by both doors at the community room; Assistant Executive Director to follow up. Tenant asked for a note to be left in the apartment after Maintenance goes in to complete a Work Order. Tenants discussed the side walks and the "three potholes created by the tar trucks" from when the walkway project was completed. Assistant Executive Director to follow up. Tenant asked about the light pole that had been knocked down and when it would be fixed. Assistant Executive Director explained that the base of the light and the pole itself is being repaired. Assistant Executive Director stated he would follow up with the Director of Maintenance for an estimated time frame for it to be reinstalled. There was a discussion about FIOS/LAMB; it was clarified that LAMB is was schedule to come and did not show up. LAMB did not offer a reason as to why. There was a discussion of the State Appointment Seat and the issues surrounding the appointment; it was asked if this had to do with the Tenant Board Member's term. Administrative Assistant/Special Projects explained that the Tenant Board Member's term and the State Appointee seat are separate from each other. Administrative Assistant/Special Projects explained that the Town Hall, the Aide for Representative Meghan Kilcoyne and herself are trying to determine the issue with the State Appointee position. Administrative Assistant/Special Projects will provide an update to the Michael Fornance once the situation is clarified.

11. Meeting Called to Order

c. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, and Laurel Barrett-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Fenton, Ewald and Associates PC Sue Honeycutt. The Chair declared a quorum present and called the meeting to order at 5:30 p.m. Tenant Board Member Eleanor Gates arrived at 5:40 p.m. to review the Years End and FY 2024 Budget; Tenant Board Member signed off on both documents and then had to leave the meeting.

d. The minutes of January 17, 2024 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Treasurer seconded, with all in favor.

12. Executive Director Report

e. The Executive Director talked about the Board Member Training, which is due by April 28th; the Ethics Training also needs to be completed. The board members can contact Administrative Assistant/Special Project for assistance with both trainings. MassNAHRO Legislative Day will be held on 3/7/2024; if board members would like to attend, they need to inform Administrative Assistant/Special Project in order for them to be signed up. Executive Director will be attending the MassNAHRO Conference in March.

13. Financial Report

a. The financials of November, 2023 were reviewed. Vice Chair made a motion to approve the November, 2023 financials as presented; Treasurer seconded, with all in favor.

b. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. Sue Honeycutt explained the Reserves are at 37.61%. There is some run over with the Admin Other line time, due to MassNARHO conferences, maintenance costs, and insurance. Extraordinary Maintenance costs for flooring, painting, unreimbursed COVID Office Adaptation, yardwork totaled $12, 381.12. Vice Chair asked about the cover page of the financials Sue Honeycutt explained it is a requirement of the industry; Fenton, Ewald and Associates PC are accountants only. Sue Honeycutt explained the how every housing authority is audited by a separate company. Vice Chair questioned Sue Honeycutt about the board members "having to know how to run the day-to-day". Sue Honeycutt stated the board members are not responsible for the day-to-day operations; Vice Chair questioned how are they supposed to know if things are being done. Sue Honeycutt referenced the bard member training details this out and explained the board members are responsible for policies and procedures. Sue Honeycutt stated the board members read and approve all policies. Executive Director stated Housing Manager Satellite Locations Moe has copies of the policies. Treasurer stated the board member training tells them what they are responsible for, but there is no reference material for after the training. Executive Director stated MassNAHRO is working on updating the board member booklet. Vice Chair asked where the new stove is going; Treasurer stated it is "blind faith with the financials". Sue Honeycutt explained there is a board member financial class for them to take. Chair made a motion to approve the Year's End financials as presented; Treasurer seconded, with all in favor.

c. Sue Honeycutt reviewed the Fiscal Year 2024 Budget. Sue Honeycutt explained EOHLC reworked the budget process. Sue Honeycutt stated we cannot go over the cap set; if we were to go over, then we would have t cut costs. Sue Honeycutt explained we have no control over the State payment amounts. Sue Honeycutt stated the property insurance went up. Vice Chair made a motion to approve the Operating Budget for State-Aided Housing of Sterling Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2024; Treasure seconded, with all in favor.

14. Administration

c. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040
This project is underway. Completion is scheduled for 03/11/2024.

667-1 Replace Federal Pacific Electric Panel FISH# 282042
This project is bidding on 2/21/24 with bids due 03/13/2024.

Work Order Report: There was a total of 9 with all completed; out of these, 2 were Emergencies.

d. **State-Aided Housing Report** – Executive Director

We received 4 Elderly/Young Disabled Standard Applications. We have 1,160 Elderly and 1,500 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in January. We are at 100%

occupancy (3 Empty unit – 3 Waiver = 0 Vacancy). Vice Chair asked if the rent for the 2 Leominster tenants, that are temporarily being housed, is going to the Sterling Housing Authority. Suzanne Bonney explained that the rent money is going to the SHA. The Waivers mean there is no findings against the SHA. Executive Director stated those tenants will be moving back to Leominster at the beginning of March.

15. Unfinished Business – None

16. New Business – Executive Director

a. Resolution 2024-1 Motion made by Chair to approve the Year-End Financial and Federal-State Lead Paint Certifications; Treasurer seconded the motion, with all in favor.
b. Resolution 2024-2 Motion made by Vice Chair to approve the FY2024 Budget; Treasurer seconded the motion, with all in favor.

17. Other Correspondence

c. EOHLC PHN 2024-2 Requirement to consult residents when entering into Management Agreements

18. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting 6:21 p.m. Treasurer seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

April 24, 2024

Members Present:
Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Eleanor Gates, Tenant Board Member

Members Absent:
None

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects

19. Opportunity for Public Comments:

a. There was a discussion of work orders.

20. Meeting Called to Order

e. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, Laurel Barrett-present, and Eleanor Gates-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 5:30p.m.

f. The minutes of February 28, 2024 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Chair seconded, with all in favor.

21. Executive Director Report

f. The Executive Director discussed the Open Meeting Law and will provide a document for the Board Members to review at the next board meeting. The Executive Director discussed the Board Member Training, which some of the Board Members accounts were locked; Executive Director to follow up. Administrative Assistant/Special Projects Jade Tavares mailed out a booklet, of the Board Member Training, to each board member to refer to, as previously requested. The Executive Director discussed the Ethics Training and the MassNAHRO Tuition Assistance Program. The Executive Director reviewed CFA 40450 Amendment #1. The Executive Director to attend NERCNAHRO conference in June. The Executive Director talked about management agreements.

22. Financial Report

b. The financials of February and March, 2024 were reviewed. Vice Chair asked about Line 2339 – OPEB/Pension Liabilities as "unfunded"; Executive Director to follow up. Vice Chair made a motion to approve the February and March, 2024 financials as presented; Tenant Board Member seconded, with all in favor.

23. Administration

e. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040
This project is near completion and expected to be finished by the end of April 2024.

Vice Chair asked about "damaged ceilings" in #24 and #25; Assistant Executive Director explained the ceilings will be part of the Punch List for completion.

667-1 Replace Federal Pacific Electric Panel FISH# 282042
We received 2 bids on 3/13/24. The low bidder was CDS Unlimited in the amount of $75,955.

Work Order Report: There was a total of 15 with all completed Out of these, 2 were Emergencies.

f. **State-Aided Housing Report** – Executive Director
We received 3 Elderly/Young Disabled Standard Applications. We have 1,240 Elderly and 1,577 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in March. We are at 100% occupancy (2 Empty unit – 2 Waiver = 0 Vacancy).

24. Unfinished Business – None

25. New Business – Executive Director
c. Resolution 2024-3 SHA and WBHA RSC Grant Application. Motion made by Chair to approve the SHA and WBHA RSC Grant Application; Treasurer seconded the motion, with all in favor.
d. Resolution 2024-4 Acceptance and Approval of Low Bidder for Federal Pacific Panel Replacement. Motion made by Chair to approve the Acceptance and Approval of Low Bidder for Federal Pacific Panel Replacement; Tenant Board Member seconded the motion, with all in favor.

26. Other Correspondence
a. EOHLC PHN 2024-3 Updates to Vacant Unit Policies for 2024
b. EOHLC PHN 2024-4 Updates to Capital Project Implementation Processes
c. EOHLC PHN 2024-5 Mass Housing Partnership (MHP) Expanded Technical Assistance for Vacant Land Development and Public Housing Redevelopment

27. Motion to Adjourn
There being no further business, Chair made a motion to adjourn the meeting 6:09p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

August 21, 2024

Members Present:
Carolyn Heimberg, Chair (Via Phone)
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer

Members Absent:
Eleanor Gates, Tenant Board Member

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects

28. Meeting Called to Order

g. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present (via phone), Robert Kneeland-present, Laurel Barrett-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 5:30p.m.

h. The minutes of April 24, 2024 were presented. With no discussion, Chair made a motion to approve the minutes; Vice Chair seconded, with all in favor.

29. Executive Director Report

g. The Executive Director provided an update on the Warren Management Agreement. Executive Director stated Christopher Boyer was hired as the Assistant Director of Facilities and explained his role. The Executive Director discussed the MassNAHRO Conference at the Sea Crest.

30. Financial Report

c. The financials of April, May, June, and July 2024 were reviewed. Chair made a motion to approve the April, May, June, and July 2024 financials as presented; Treasurer seconded, with all in favor.

31. Administration

g. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040
This project is at substantial completion. We need the GC to initiate the certificates of completion to close out the project. They were notified to do so on 8/6/24.

667-1 Replace Federal Pacific Electric Panel FISH# 282042
The GC ordered the new electric panel 7/01/24. The lead time is 1 year.

667-1 Window Replacement Phase 1 FISH# 282045
HLC hired GCE Architecture as the designer. HLC approved GCE's schematic design on 8/6/24. Construction documents are next.

Work Order Report: There was a total of 44 with 33 completed and 11 open. Out of these, 3 were Emergencies and have been completed.

h. **State-Aided Housing Report** – Executive Director
We received 1 Elderly/Young Disabled Standard Application. We have 1,412 Elderly and 1,730 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in May, June and July. We are at 100% occupancy (0 Empty unit – 0 Waiver = 0 Vacancy).

32. Unfinished Business – None

33. New Business – Executive Director
a. Resolution 2024-5 Sterling Housing Authority and Leominster Housing Authority Management Agreement Work Plan Approval. Motion made by Vice Chair to approve the Sterling Housing Authority and Leominster Housing Authority Management Agreement Work Plan Approval; Treasurer seconded the motion, with all in favor.

34. Other Correspondence
d. EOHLC PHN 2024-6 Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firm
e. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00
f. EOHLC PHN 2024-8 Amendments to State-Aided Public Housing Lease & Lease Addendum
g. EOHLC PHN 2024-9 NOFA Local Housing Authority Housing Now Program
h. EOHLC PHN 2024-10 Changes to Chief Administrative & Financial Officer (CAFO) Program for AUP starting with FYE 2024 & Updates to Performance Management Review (PMR) for 2024 Cycle
i. EOHLC PHN 2024-11 Replacement Policy for Fossil-Fuel Fire Equipment
j. EOHLC PHN 2024-12 Cyber Security Alert Protecting your LHA from Active Threat of Cyber Criminals
k. EOHLC PHN 2024-13 FY2025 Budget Guidelines

35. Motion to Adjourn
There being no further business, Chair made a motion to adjourn the meeting at 6:01p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

September 18, 2024

Members Present:
Carolyn Heimberg, Chair (Via Phone)
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Eleanor Gates, Tenant Board Member
Mike Forance, Member

Members Absent:
None

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects

36. Meeting Called to Order

i. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present (via phone), Robert Kneeland-present, Laurel Barrett-present, Eleanor Gates-present, and Mike Forance-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 5:30p.m.

j. The minutes August 21, 2024 were presented. With no discussion, Chair made a motion to approve the minutes; Vice Chair seconded, with all in favor.

37. Executive Director Report

h. Executive Director welcomed Mike Forance to his first board meeting; Mike was officially sworn in, at the Town Hall, shortly before the Annual Plan meeting at 5:00pm. Executive Director discussed the MassNAHRO conference at the Sea Crest.

38. Financial Report

d. The financials August, 2024 were reviewed. Chair made a motion to approve the August, 2024 financials as presented; Tenant Board Member seconded, with all in favor except for Board Member Mike Forance. Board Member Mike Forance explained he did not want to approve financials that he is just reading now. Executive Director stated he would ask Sue Honeycutt from Fenton Ewald and Associates PC to come to next month's board meeting to go over the financials in depth.

39. Administration

i. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040

This project is at substantial completion. We need the GC to initiate the certificates of completion to close out the project. They were notified to do so on 8/6/24 and on 9/5/24.

667-1 Replace Federal Pacific Electric Panel FISH# 282042
The GC ordered the new electric panel 7/01/24. The lead time is 1 year.

667-1 Window Replacement Phase 1 FISH# 282045
We received 5 bids on 8/30/24. The low bidder is Cornerstone Construction and Remodeling in the amount of $35,769.

Work Order Report: There was a total of 15 with 13 completed and 2 open. Out of these, 1 was an Emergency and has been completed.

j. **State-Aided Housing Report** – Executive Director
We received 4 Elderly/Young Disabled Standard Applications in August. We have 1,412 Elderly and 1,730 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in August. We are at 100% occupancy (0 Empty unit – 0 Waiver = 0 Vacancy).

40. Unfinished Business – None

41. New Business – Executive Director
a. Resolution 2024-7 Authorizing the Acceptance and Approval of the Low Bidder for Window Replacement Phase 1 Project 282045. Motion made by Chair to approve the Acceptance and Approval of the Low Bidder for Window Replacement Phase 1 Project 282045; Treasurer seconded the motion, with all in favor, except for Vice Char.

42. Other Correspondence
l. EOHLC PHN 2024-14 Demographic Reporting
m. EOHLC PHN 2024-15 689/167 Contract Transition

43. Motion to Adjourn
There being no further business, Chair made a motion to adjourn the meeting 6:12p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

October 16, 2024

Members Present:
Carolyn Heimberg, Chair (Via Phone)
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, Member

Members Absent:
Eleanor Gates, Tenant Board Member

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Christopher Boyer, Assistant Director of Facilities

44. Meeting Called to Order

k. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present (via phone), Robert Kneeland-present, Laurel Barrett-present, and Mike Forance-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Assistant Director of Facilities Christopher Boyer. The Chair declared a quorum present and called the meeting to order at 5:30p.m.

l. The Regular minutes September 18, 2024 were presented. With no discussion, Chair made a motion to approve the minutes; Vice Chair seconded, with all in favor.

m. The Special Annual Plan minutes of September 18, 2024, were presented. With no discussion, Chair made a motion to approve the minutes; Vice Chair seconded, with all in favor.

45. Executive Director Report

i. Executive Director gave an update on the pest issue. Executive Director explained the Management Agreement with Warren Housing Authority will be terminated as of 11/30/2024.

46. Financial Report

e. The financials September 2024 were reviewed. Vice Chair asked which line item the Sea Crest & MassNAHRO comes out of; Executive Director to follow up. There was a discussion about the reported ceiling damage during last month's meeting and the cost for repairs; it was determined the issues are not a result of the current project. Assistant Executive Director explained the ceilings are covered by calcimine, which after time will peal. The apartments would need to be empty before work could begin. Executive Director stated the Director of Facilities and Assistant Director of Facilities will assess each apartment. This project will be added to the 5 Year Plan.

f. Chair made a motion to approve the September 2024 financials as presented; Vice Chair seconded, with all in favor.

47. Administration

k. **Modernization/Work Order Report** – Assistant Director

667-1 – Air Sealing and Insulation -FISH#282040

This project is at substantial completion. We need the GC to initiate the certificates of completion to close out the project. The GC can't initiate the CSC due to a system error and this problem was communicated to the state as of 9/30/24.

667-1 Replace Federal Pacific Electric Panel FISH# 282042
The electric panel was received sooner than expected. The GC installed the panel on 9/30 and 10/1. The GC is now at substantial completion.

667-1 Window Replacement Phase 1 FISH# 282045
We received five bids on 8/30/24. The low bidder is Cornerstone Construction and Remodeling in the amount of $35,769. We are waiting for their signed contract as of 10/2/24.

There was a discussion about the cost of the window project and what type/quality of windows will be used. Vice Chair asked for clearer specifics; Assistant Executive Director told Vice Chair he would set up a meeting for later in the week to go over the exact details with him.

Work Order Report: There was a total of 24 with 12 completed and 12 open; out of these, none were Emergencies.

l. **State-Aided Housing Report** – Executive Director
We have 1,511 Elderly and 1,818 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in September. We are at 100% occupancy (0 Empty unit – 0 Waiver = 0 Vacancy).

48. Unfinished Business – None

49. New Business – Executive Director
a. Resolution 2024-8 Certificate of Substantial Completion and Certificate of Final Completion for Federal Pacific Panel Replacement Project 282042. Motion made by Chair to approve the Certificate of Substantial Completion and Certificate of Final Completion for Federal Pacific Panel Replacement Project 282042; Board Member Mike Forance seconded the motion, with all in favor.
b. Resolution 2024-9 Change Order 282042-CO-0001 in Conjunction with Federal Pacific Panel Replacement Project. Motion made by Chair to approve the Change Order 282042-CO-0001 in Conjunction with Federal Pacific Panel Replacement Project.; Board Member Mike Forance seconded the motion, with all in favor.
c. Resolution 2024-10 Affirmative Action Plan Motion made by Chair to approve the Affirmative Action Plan; Vice Chair seconded the motion, with all in favor.

50. Other Correspondence
d. EOHLC PHN 2024-16 AHA Implementation
e. EOHLC PHN 2024-17 State Units Federalization Notice of Funding Availability (“NOFA”)

51. Motion to Adjourn
There being no further business, Chair made a motion to adjourn the meeting at 6:08p.m. Board Member Mike Forance seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY
MINUTES OF SPECIAL MEETING

41 Sholan Terrace, Sterling, MA

September 18, 2024

Members Present:
Carolyn Heimberg, Chair (Via phone)
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Eleanor Gates, Tenant Board Member
Mike Forance, Member

Members Absent:
None

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects

52. Opportunity for Public Comments

a. There was a discussion about new flooring in the kitchen/bathroom and window designs.
b. Tenants talked about adding parking, extending the paving by the fire lane and driveways in between the buildings in the front; there are concerns that the original septic may be underneath portions of land.
c. Tenants discussed concerns about an infestation of bees and hornets around the apartments. Assistant Executive Director explained Pest Control was called and has been addressing the issue.

53. Meeting Called to Order

n. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present (via phone), Robert Kneeland-present, Laurel Barrett-present, Eleanor Gates-present, and Mike Forance-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 5:00p.m. Executive Director welcomed Mike Forance to his first Annual Plan meeting as a Board Member; Mike was officially sworn in, at the Town Hall, shortly before the Annual Plan meeting.

54. New Business – Executive Director

a. Resolution 2024-6 Approval of Annual Plan for Fiscal Year 2025. There was a discussion held. Motion made by Chair to approve the Annual Plan for Fiscal Year 2025; Treasurer seconded the motion, with all in favor except Board Member Mike Forance.

55. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting 5:17p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.