

**STERLING HOUSING AUTHORITY**  
**MINUTES OF REMOTE REGULAR MEETING**  
*41 Sholan Terrace, Sterling, MA*

January 19, 2022

**Members Present:**

Weymouth Whitney, Chair  
Carolyn Heimberg, Vice Chair  
Robert Kneeland, Treasurer

**Members Absent:**

None

**Also Present:**

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

**1. Meeting Called to Order**

a. Chair Weymouth Whitney asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Weymouth Whitney-present. Also present at the meeting were Benjamin Gold, Executive Director, Adam Gautie, Assistant Executive Director and Denise Ivaldi, Administrative Assistant. The Chair declared a quorum present and called the meeting to order at 5:31 p.m.

b. The minutes of December 15, 2021 were presented. Carolyn Heimberg made a motion to approve the minutes; Robert Kneeland seconded with all in favor.

c. Opportunity for public comments - For the record there were none.

**2. Executive Director's Report**

a. COVID-19 Update – With the spike in Omicron, we are back to virtual meetings; will keep Board posted on resuming in-person meetings.

b. Received DHCD Budget Approval Letter for FY2022.

c. Attending NERC NAHRO conference February 7<sup>th</sup>-9<sup>th</sup>.

**3. Financial Report** – The December 31, 2021 year-end financial report will be presented at the February meeting.

**4. Administration**

a. **Modernization/Work Order Report** – Adam Gautie

667-1 – Pedestrian Walkway Repairs (Fish #282036) – In design; hope to have construction documents in a couple of months, then go out to bid in spring.

667-1 – Bathroom Exhaust Fan Replacement (Fish #282038) – Received three bids on December 16<sup>th</sup>. Low bid of \$140,000 from Thomas Snowden, a resolution later in the meeting to approve. The designer has vetted out the contractor and everything looks good.

Work Order Report for December – There were 30 routine work orders with 16 completed (most of the open work orders from annual inspections) and one emergency work order which was completed.

**b. State-Aided Housing Report – Ben Gold**

We received two applications in December, one elderly/young disabled and one family. We have 1,369 on the waiting list. There were no lease-ups and two vacancies in December. We are currently pulling applicants from the CHAMP system to fill those vacancies; we've pulled 60 applicants. One vacant unit on 12/16 (should have ready middle of February); the other vacant unit on 12/1 (should have ready toward end of this month).

**4. New Business**

**Resolution 2022-1 Contract Approval, Sholan Terrace Bath Fan Installation (DHCD Fish #282038).** Robert Kneeland asked if new lighting and medicine cabinet were included in the project; Adam Gautie said they were.

Carolyn Heimberg moved to approve Resolution 2022-1. Robert Kneeland seconded and motion passed with 3 in favor; 0 opposed.

Resolution 2022-2 Approval of 2022 Contract for Accounting Services tabled until next month due to discrepancy in the amount; will be brought to the Board next month.

**6. Other Correspondence – The Executive Director reviewed PHNS relevant to Sterling.**

- DHCD PHN 2021-24 Regulatory Waivers Related to Removal of Congregate Program from CHAMP. We do not have any congregate housing so this does not apply to Sterling.

**7. Resident Participation – None**

**8. Unfinished Business**

The Executive Director wanted to discuss a couple of items brought up by a Board Member:

Two parking spots were not removed; we actually added four. Two spots were initially added on the right as you came into the complex, but there was a ramp near one so we had to take one spot away. The four new spots: one near visitor parking as you come into the complex; one spot adjacent to the community building and two visitor spots toward the exit. Mr. Kneeland was appreciative of the clarification.

There was a question about the number of ACs in the windows. On-site maintenance went around with the housing manager and noted four ACs. There were two requests for reasonable accommodation (residents with medical reasons and doctor recommendation). Two other units were being removed by family or friend. Would be helpful to work with tenants on insulating around AC for those remaining year-round; possibly adding Styrofoam.

The Executive Director will be out of state during next month's regular meeting date; requested to hold the meeting a week later. The Board had no conflict and were fine with that.

**9. Motion to Adjourn**

There being no further business, Carolyn Heimberg made a motion to adjourn the meeting at 5:45 p.m. Robert Kneeland seconded; all were in favor. Next meeting will be held on February 23, 2022.

**STERLING HOUSING AUTHORITY**  
**MINUTES OF REMOTE REGULAR MEETING**  
*41 Sholan Terrace, Sterling, MA*

February 23, 2022

**Members Present:**

Weymouth Whitney, Chair  
Carolyn Heimberg, Vice Chair  
Robert Kneeland, Treasurer

**Members Absent:**

None

**Also Present:**

Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Sue Honeycutt, Fenton & Ewald  
Denise Ivaldi, Recording Secretary

**1. Meeting Called to Order**

- a. Chair Weymouth Whitney asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Weymouth Whitney-present. Also present at the meeting were Benjamin Gold, Executive Director, Adam Gautie, Assistant Executive Director and Denise Ivaldi, Administrative Assistant. The Chair declared a quorum present and called the meeting to order at 5:31 p.m.
- b. The minutes of January 19, 2022 were presented. With no discussion Carolyn Heimberg made a motion to approve the minutes; Robert Kneeland seconded with all in favor.
- c. Opportunity for public comments - For the record there were none.

**2. Executive Director's Report**

- a. COVID-19 Update – In person meeting next month.
- b. Received DHCD Close-out Letter for the roof project.
- c. Resignation of Chair Weymouth Whitney – We are sorry to see him go, has done an excellent job as Chair. Carolyn Heimberg said he will be missed. Bob Kneeland stated the board will miss him dearly, hopes he will come back to meetings again as he did prior to being on the board. He has definitely been a help to the town. The Executive Director added that his service was appreciated and thanked him for being here on the Board. Weymouth Whitney thanked everyone and appreciates the comments. He will remember it, his time was very valuable and he enjoyed learning a lot.

**3. Financial Report**

Sue Honeycutt, Fenton & Ewald, presented and reviewed the 12/31/2021 year-end financial report.

FY21 was very successful. Before non-routine expenditures, we made \$6,839 for the year. There were some non-routine expenditures of \$27,000. \$7,143 of that was COVID related and we did receive funding through DHCD for that amount which had to be spent by December 31<sup>st</sup>. The remainder of the \$27,000 was for service to doors (\$9,135), fencing (\$5,400) and a ramp (\$4,100). A deficit of \$20,240 was taken from the Reserves which we could afford as we had to spend some money so the Reserves did not get too high. We ended the year at 71.34% in Reserves; minimum is 35% per DHCD. We are in absolute good shape, no concerns with anything financially at this time. No further discussion.

The January 2022 financial report was also reviewed at the same time. One month in, we have a surplus of \$1,667 so we are going in the right direction. There was no further discussion on this financial report.

Carolyn Heimberg made a motion to accept both the 12/31/2021 year-end and the January 2022 financial reports as presented by Sue Honeycutt. Robert Kneeland seconded; with all in favor.

#### **4. Administration**

##### **a. Modernization/Work Order Report – Adam Gautie**

667-1 – Pedestrian Walkway Repairs (Fish #282036) – DHCD hired a designer, Graves Engineering. They are developing construction documents then we can go out to bid by summer hopefully.

667-1 – Bathroom Exhaust Fan Replacement (Fish #282038) – Project underway with the abatement of asbestos.

6671 – New project just came about – sustainability funding to add insulation in the attics. This project is in the planning phase.

Work Order Report for January – There were 12 routine work orders with all completed; there were no emergency work orders.

Carolyn Heimberg stated she was glad the ceilings were be insulated. Weymouth Whitney noted there was quite a bit of blown insulation there now and wondered if this would make a difference. As the project was initiated by DHCD, Adam Gautie will find out more. Robert Kneeland added that when the buildings were built, R-28 insulation was required. With electric heat, insulation was blown in at that time. Now R-40 is required so likely that what's up there now doesn't meet today's code.

##### **b. State-Aided Housing Report – Ben Gold**

We received two applications in January. We have 1,070 elderly on the waiting list. There were no lease-ups and no vacancies in January. We are at 95% occupancy with two vacancies right now. We are interviewing and should have these units filled by the next meeting.

#### **4. New Business**

**Resolution 2022-3** – Approval and Execution of DHCD FY2021 Financial Year-End Certifications. The Executive Director reviewed the state requirement to be in compliance with these items. This resolution coincides with the year-end financial report Sue Honeycutt presented earlier in the meeting. Motion to approve made by Carolyn Heimberg; Robert Kneeland seconded. Roll call vote was Weymouth Whitney-yes, Carolyn Heimberg-yes, Robert Kneeland-yes; with the motion passed 3 to 0.

**Resolution 2022-4** – Approval of DHCD CFA 5001 Amendment #12, FY2025 Formula Funding Award and Public Housing Compliance Reserve Award for 667-1 Bathroom Fan Installation Asbestos Remediation (DHCD Project #282038). This is a standard amendment. We are receiving \$84,625 for FY2025. In addition, we are receiving a public housing compliance reserve award for the bathroom fan installation project for \$86,000. Contract is increased by \$148,481 with the total contract amount now at \$836,039. Motion to approve made by Carolyn Heimberg; Robert Kneeland seconded. Roll call vote was Weymouth Whitney-yes, Carolyn Heimberg-yes, Robert Kneeland-yes; with the motion passed 3 to 0.

**Resolution 2022-5** – Approval of 2022 State Contract for Accounting Services. Fenton & Ewald has worked with us for a number of years, we are satisfied with their services. Last year we paid \$8,086, this year \$7,656. The reason for the decrease is they were charging a little more than they should have been. Motion to approve made by Carolyn Heimberg; Robert Kneeland seconded. Roll call vote was Weymouth Whitney-yes, Carolyn Heimberg-yes, Robert Kneeland-yes; with the motion passed 3 to 0.

**Resolution 2022-6** – Approval of CFA for FY22 Sustainability Weatherization. This is for CFA 1010 (new) for \$100,000. It is an energy conservation sustainability initiative (Fish #282041). This project was referred to by Adam Gautie earlier in his modernization report. Robert Kneeland asked if money could be used for new front windows. Adam Gautie stated the scope of services pertains to attic insulation and air sealant; Robert Kneeland wondered if any money was left over could it be used for windows.

Motion to approve made by Robert Kneeland; Carolyn Heimberg seconded. Roll call vote was Weymouth Whitney-yes, Carolyn Heimberg-yes, Robert Kneeland-yes; with the motion passed 3 to 0.

**5. Other Correspondence** – were not reviewed

- a. DHCD PHN 2022-01 COVID-19 Omicron Variant and State-Aided Public Housing
- b. DHCD PHN 2022-02 Local Housing Authority Executive Director Salary and Qualifications Schedule
- c. DHCD PHN 2022-03 Fair Housing Marketing Plans  
DHCD PHN 2022-03 Fair Housing Marketing Plan

**7. Resident Participation** – None

**8. Unfinished Business** – None

Weymouth Whitney wanted to bring up the issue of the front road which was paved eight years ago. There were a lot of problems, area sunken. The foreman at the time was upset with whoever initially put the road in. There was a lot of mud and loose material under the road. It was difficult keeping the paving matter to the right temperature because the mud underneath was cooling it off. He was only mentioning because when the time comes to fix the front road again it may require more work than is obvious. Robert Kneeland made a point of interest that one of the three initial locations for the septic system was the front yard.

**9. Motion to Adjourn**

There being no further business, Carolyn Heimberg made a motion to adjourn the meeting at 5:52 p.m. Robert Kneeland seconded; all were in favor.

**STERLING HOUSING AUTHORITY**  
**MINUTES OF ANNUAL MEETING**  
*41 Sholan Terrace, Sterling, MA*

May 19, 2022

**Members Present:**

Carolyn Heimberg, Vice Chair  
Robert Kneeland, Treasurer  
Eleanor Gates, Member

**Members Absent:**

Laurel Barrett, Member

**Also Present:**

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

**1. Meeting Called to Order**

a. Vice Chair Carolyn Heimberg asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Eleanor Gates-present; Laurel Barrett was 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 present and called the meeting to order at 5:33 p.m.

b. The minutes of January February 23, 2022 were presented. With no discussion Robert Kneeland made a motion to approve the minutes; Eleanor Gates seconded with all in favor.

c. Opportunity for public comments - For the record there were none.

d. Election of Officers – The Vice Chair turned the meeting over to the Executive Director who asked for nominations for a full slate of officers or individual nominations. Robert Kneeland nominated Carolyn Heimberg for Chair; Eleanor Gates seconded with all in favor. Vice Chair Carolyn Heimberg asked to defer the rest of the slate until next meeting when the full board is present. Robert Kneeland made a motion to defer election of the rest of the slate until next meeting; Carolyn Heimberg seconded with all in favor.

**2. Executive Director's Report**

a. Welcome Eleanor Gates, one of our new board members; she is also a resident. Thanks for joining us; it will take a few meetings to learn what the meetings are about.

b. COVID-19 Update – Second booster clinic on June 8th.

c. Performance Management Review (PMR) – There was only one finding for board member training.

**3. Financial Report** – April/March/February 2022

As the financial reports are cumulative, we will review the April report but ask for approval of all three months.

Reserves are at a healthy 49.95%. Four months in, rents are a little behind due to vacant units. Administrative is good. Utilities are up (across all housing authorities). Ordinary maintenance is over budget a little; materials/supplies higher. Non-routine expenses were for cleaning, painting and flooring.

Robert Kneeland made a motion to accept the April, March and February financial reports as presented. Carolyn Heimberg seconded; with all in favor.

#### **4. Administration**

##### **a. Modernization/Work Order Report – Adam Gautie**

667-1 – Pedestrian Walkway Repairs (Fish #282036) – We had a project kickoff meeting with Graves Engineering. Wants to get bids out soon so work can be done before winter. Robert Kneeland noted they should come down after a rain storm to see where it puddles, etc.

667-1 – Bathroom Exhaust Fan Replacement (Fish #282038) – Project completed, CSC later in meeting.

Work Order Report for April – There were 12 routine work orders with all completed; there were two emergency work orders with both completed.

##### **b. State-Aided Housing Report – Ben Gold**

We received nine standard applications in April. We have 1,492 elderly on the waiting list. There was one lease-up and one vacancy in April. We are at 99% occupancy. We are working with an applicant to fill the vacant unit.

#### **5. New Business**

**Resolution 2022-7** – Approval of Substantial Completion, Bath Fan Installation (Fish #282038). Motion to approve Resolution 2022-7 made by Robert Kneeland; Eleanor Gates seconded. Roll call vote was Carolyn Heimberg-yes, Eleanor Gates-yes, Robert Kneeland-yes; with the motion passed 3 to 0.

#### **6. Other Correspondence** –

DHCD PHN 2022-08 Clarification on Transfers Requested as a part of a Request for Reasonable Accommodation/Modification

#### **7. Resident Participation** – None

#### **8. Unfinished Business** – None

#### **9. Motion to Adjourn**

There being no further business, Eleanor Gates made a motion to adjourn the meeting at 5:56 p.m. Robert Kneeland seconded; all were in favor. The next meeting will be June 15, 2022.

# STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

August 17<sup>th</sup>, 2022

## **Members Present:**

Carolyn Heimberg, Chair  
Robert Kneeland, Vice Chair  
Laurel Barrett, Treasurer  
Eleanor Gates, Member

## **Members Absent:**

## **Also Present:**

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

### 1. **Meeting Called to Order**

- a. Chair Carolyn Heimberg asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Eleanor Gates-present; Laurel Barrett-present. Also present at the meeting 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 5:35p.m.
- b. The minutes of June, 2022 were presented. With no discussion, Eleanor Gates made a motion to approve the minutes; Chair seconded, with all in favor.
- c. Opportunity for public comments - For the record there were none.
- d. Election of Officers – The Chair turned the meeting over to the Executive Director who asked for nominations for a full slate of officers or individual nominations. Robert Kneeland nominated Carolyn Heimberg as Chair, Laurel Barret as Treasurer and himself as Vice Chair. Eleanor Gates 2<sup>nd</sup> the motion, with all in favor.

### 2. **Executive Director's Report**

- a. Welcome new Board Members, Eleanor Gates and Laurel Barret
- b. Welcome Administrative Assistant/Special Projects Jade Tavares, who has taken over since Administrative Assistant Denise Ivaldi retired.

### 3. **Financial Report** – June and July 2022

- a. Chair questioned the sentence listed on the cover page of the Financial Statements: “We have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.” Chair asked what is Fenton, Ewald and Associates, P.C. financial role/responsibility. Executive Director explained Sue Honeycutt from Fenton, Ewald and Associates, P.C. will be attending September's Board Meeting to discuss in detail the financials and would be able to answer the Chair's questions in detail. Vice Chair stated he had questions about the reserves and would wait until Sue Honeycutt came. It was noted the Reserves went up in July; the debt increased from winter however, it has gone down since

June. Treasurer made a motion to accept the June and July financial reports as presented. Eleanor Gates seconded, with all in favor.

#### 4. **Administration**

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

667-1 – Pedestrian Walkway Repairs (FISH#282036) This is in the design phase. We are waiting for the award, before the bid can go out; looking to start next spring.

667-1 – Air Sealing and Insulation (FISH#282040) This new project is prompted by DHCD using DHCD sustainability funds; this is in the DHCD design phase.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) This is a DHCD ARPA targeted award to replace the Federal Pacific electric panel; the project is in the planning stage.

**Work Order Reports from June to July:** There are a total of 35 with 33 completed and 2 open. Out of these, 3 were Emergencies and have been completed.

##### a. **State-Aided Housing Report – Executive Director**

We received 6 Standard Applications (4 Elderly/Young Disabled and 2 Family). We have 1,635 elderly applicants on the waiting list; there were zero lease-ups and vacancies in July. We are at 100% occupancy.

#### 5. **Unfinished Business** – None

#### 6. **New Business** – None

#### 7. **Other Correspondence** – Executive Director

1. DHCD PHN 2022-9 Updates to Performance Management Review (PMR) for 2022 Cycle
2. DHCD PHN 2022-10 Revised PMR Maintenance Metrics
3. DHCD PHN 2022-11 New Agreed Upon Procedures (AUP) requirements for Section 8 New Construction/Substantial Rehabilitation (S8 NC/SR) properties
4. DHCD PHN 2022-12 Updates to c. 167 & c. 689 Housing Contracts
5. DHCD PHN 2021-20 Addendum #2
6. DHCD PHN 2022-13 Mandatory Data Reporting

#### 8. **Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting at 6:11p.m. and Eleanor Gates seconded the motion; all were in favor. The next meeting will be September 21<sup>st</sup>, 2022.

# STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

*41 Sholan Terrace, Sterling, MA*

September 21<sup>st</sup>, 2022

## **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  
Suzanne Bonney, Director of Finance  
Sue Honeycutt - Fenton, Ewald and Associates PC

## **Meeting Called to Order**

- a. Chair Carolyn Heimberg asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Eleanor Gates-present; Laurel Barrett-present. Also present at the meeting 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.
- b. The minutes of August 17<sup>th</sup>, 2022 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- c. Opportunity for public comments:
  - Tenant stated the sidewalks are uneven.
  - Tenant stated half the windows are unable to open.
  - Tenant stated the middle garden with the sign is “falling apart” and unattended. Tenant stated the tenants are tending to the other gardens.

## **Executive Director’s Report**

- a. The MassNAHRO Fall Conference will be held on November 13-15, 2022 in Danvers, MA. Executive Director encouraged the Board Members to attend and to contact Administrative Assistant/Special Projects if they would like to attend, so arrangements could be made. All of the Board Members stated they would like to attend the event. Administrative Assistant/Special Projects to follow up.
- b. Service Coordinator Cathy held an End of Summer BBQ for the residents. Approximately 30 residents showed up.
- c. Director of Housing Management Services Cathy Driscoll is retiring in November. The selected candidate will be presented to the Leominster Housing Authority Board Members for approval in October.

## **Financial Report**

- a. Sue Honeycutt of Fenton, Ewald and Associates PC discussed the August Financials, per the request of the Board Members. Sue Honeycutt explained the operating statement is “actual to date” and shelter rent is the rent charged. Sue Honeycutt explained SHA does not earn any subsidy, as all rents have been paid. Sue Honeycutt stated the utilities have been lower than expected. Sue Honeycutt stated Line 4140 is the Management Fee. Sue Honeycutt explained the \$13,440 under Line “Other” is for the septic issues and the pump that needed to be replaced. Sue Honeycutt stated some of the budget can be moved to the Travel Line for the MassNAHRO Conference. Sue Honeycutt stated Maintenance is \$335,000 over due to the price increase in Ice Melt. The Non-Routine list of expenses are not held to DHCD Requirements; the deficit is coming out of the Reserves. The Accounts Payable is the Year End. The Reserves are currently at a healthy 62.86%.
- b. Chair asked Sue Honeycutt to clarify the 2<sup>nd</sup> sentence of Paragraph 1 on the Cover Letter. Sue Honeycutt explained they are legally required to provide the statement, as they do not perform audits. Sue Honeycutt explained they collect the information from the Director of Finance; Sue Honeycutt stated they do check to ensure the rents, bills and financials are being completed and that they are in accordance with the agency. Sue Honeycutt explained they take all of this information and present it in readable format for the Board Members to review.
- c. Vice Chair made a motion to accept the August financial reports as presented; Treasurer seconded, with all in favor.

## **Administration**

- a. Modernization/Work Order Report – Assistant Director

667-1 – Pedestrian Walkway Repairs (FISH#282036) This is in the design phase. We are going to add funding for this project from a potential ARPA funding award. We met with the engineer and DHCD, on 6/1/2022, to expand the scope of the work. We are now waiting for the ARPA grant to be approved, before we can bid on this project.

667-1 – Air Sealing and Insulation (FISH#282040) This new project is prompted by DHCD using DHCD sustainability funds; this is in the DHCD design phase.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) This is a DHCD ARPA targeted award to replace the Federal Pacific electric panel; the project is in the planning stage.

**Work Order Reports:** There are a total of 23 with 13 completed and 10 open. Out of these, 2 were Emergencies and have been completed.

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

We received 2 Standard Applications (2 Elderly/Young Disabled and 0 Family). We have 1,697 elderly applicants on the waiting list; there were no lease-ups or vacancies in August. We are at 100% occupancy.

**Unfinished Business**

- a. Chair stated she has left a voicemail for Service Coordinator Cathy regarding the surveys. Executive Director to follow up.
- b. Chair asked about a COVID19 Clinic for the Booster. Executive Director stated he would look into it.

**New Business**

- a. Resolution 2022-9 Fair Housing Marketing Plan. Executive Director reviewed the FHMP. Tenant Board Member made a motion to approve the FHMP; Vice Chair seconded, with all in favor.
- b. Resolution 2022-10 Language Access Plan. Executive Director reviewed the LAP. Chair made a motion to approve the LAP; Tenant Board Member seconded, with all in favor.
- c. Resolution 2022-11 Reasonable Accommodation Policy. Executive Director reviewed the RAP. Chair made a motion to approve the RAP; Tenant Board Member seconded, with all in favor.
- d. Resolution 2022-12 Approval of the FY 2023 Annual Plan for submittal to DHCD. Vice Chair made a motion to approve the FY 2023 Annual Plan; Tenant Board Member seconded, with all in favor.

**Other Correspondence – Executive Director**

- a. Grant of Waiver from Requirement that Town Appoint a Tenant Board Member (Waiver1). Executive Director explained the Waiver; Board Member Eleanor Gates is the elected Tenant Board Member.

**8. Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting at 6:18 p.m. and Treasurer seconded the motion; all were in favor. The next meeting will be on October 19<sup>th</sup>, 2022.

# STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

*41 Sholan Terrace, Sterling, MA*

October 19<sup>th</sup>, 2022

## **Members Present:**

Carolyn Heimberg, Chair  
Robert Kneeland, Vice Chair  
Laurel Barrett, Treasurer  
Eleanor Gates, Member

## **Members Absent:**

None

## **Also Present:**

Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Jade Tavares, Administrative Assistant/Special Projects  
Moises Ramos, Off-Site Housing Manager

## **Meeting Called to Order**

- a. Chair Carolyn Heimberg asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Eleanor Gates-present; Laurel Barrett-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Off-Site Housing Manager Moises Ramos. The Chair declared a quorum present and called the meeting to order at 5:30p.m.
- b. The minutes of 9/21/22 were presented. With no discussion, the Chair made a motion to approve the minutes; Board Member Laurel seconded, with all in favor.
- c. Opportunity for public comments: Tenant stated he spoke with the DPW about the cars parking out front on the grass. A discussion was held by everyone present regarding the parking situation.

## **Executive Director's Report**

- a. The MassNAHRO Fall Conference will be held on November 13-15, 2022 in Danvers, MA. Administrative Secretary/Special Projects provided each Board Member with copies of the MassNAHRO Agenda and their hotel reservations.
- b. Director of Housing Management Services Cathy Driscoll is retiring in November. Leominster Housing Manager Evelyn Perez was presented to the Leominster Housing Authority Board Members for approval during their Board Meeting that day.

## **Financial Report**

- a. Executive Director reviewed September's financials. The Reserve is strong at 68.36%. We are \$4,476 to the good for Contract Costs and \$1,421 to the good for Ordinary Maintenance. DHCD pays for the utilities. There was a discussion about the recent architectural checks; the Assistance Director explained DHCD is using a new system where the checks are sent out based on the completed "phases or milestones" of work.
- b. Chair made a motion to accept the September financial reports as presented; Vice Chair seconded, with all in favor.

## **Administration**

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

667-1 – Pedestrian Walkway Repairs (FISH#282036) This is in the design phase. We are going to add funding for this project from a potential ARPA funding award. We met with the engineer and DHCD, On 6/1/22, to expand the scope of work. We will be bidding this project over the winter for spring 2023 construction.

667-1 – Air Sealing and Insulation (FISH#282040) This new project is prompted by DHCD using DHCD sustainability funds. The designer completed the construction documents and is waiting for DHCD approval before the project can bid.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) This is a DHCD ARPA targeted award to replace the Federal Pacific electric panel; the project is in the planning stage.

**Work Order Reports:** There are a total of 12 with 11 completed and 1 open. There were no Emergency Work Orders this month.

### b. State-Aided Housing Report – Executive Director

We received 7 Standard Applications (7 Elderly/Young Disabled and 0 Family). We have 1,806 elderly applicants on the waiting list; there were 0 lease-ups and 0 vacancies in September. We are at 100% occupancy.

## **Unfinished Business - None**

## **New Business**

- a. Resolution 2022-13 Approval of Regional Resident Service Coordinator (RSC) Grant Application. Assistant Director explained Leominster Housing Authority (the lead LHA) will submit a regional RSC application for SHA, LUHA, and WBHA, for the amount of \$50,000 for salary costs and \$10,000 flexible funds from June 30, 2022 to July 1, 2026. Motion made by Vice Chair to approve the regional Resident Service Coordinator (RSC) grant application for the Lunenburg, Sterling and West Boylston Housing Authorities through this DHCD funding initiative; Board Member Eleanor Gates seconded the motion, with all in favor.
- b. Management Agreements were discussed.

## **Other Correspondence – Executive Director**

- a. DHCD PHN 2022-14 Resident Service Coordinators Notice of Funding Availability (NOFA)
  - b. DHCD PHN 2022-15 Vacancy Waiver Policy Update
  - c. DHCD PHN 2022-16 FY 2023 Budget Guidelines
  - d. DHCD PHN 2022-17 Fire Alarm Testing and Maintenance Requirements
  - e. DHCD PHN 2022-18 State Units Federalization Notice of Funding Availability (“NOFA”)
  - f. DHCD PHN 2022-19 NCSR Recapitalization Notice of Funding Availability (“NOFA”)
  - g. DHCD PHN 2022-20 705 Repositioning Notice of Funding Availability (“NOFA”)
- DHCD PHN 2022

## **8. Motion to Adjourn**

There being no further business, Treasurer made a motion to adjourn the meeting at 6:14p.m. and Chair seconded the motion; all were in favor. The next meeting will be November, 2022.

# STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

*41 Sholan Terrace, Sterling, MA*

November 16<sup>th</sup>, 2022

## **Members Present:**

Carolyn Heimberg, Chair  
Robert Kneeland, Vice Chair  
Laurel Barrett, Treasurer  
Eleanor Gates, Member

## **Members Absent:**

None

## **Also Present:**

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

## **1. Meeting Called to Order**

- a. Chair Carolyn Heimberg asked for a roll call of members present. Robert Kneeland-present, Carolyn Heimberg-present, Eleanor Gates-present; Laurel Barrett-present. Also present at the meeting 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.
- b. The minutes of October 19<sup>th</sup>, 2022 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Chair seconded, with all in favor.
- c. There was an opportunity for public comments, of which there was none.

## **2. The Executive Director Report**

- a. MassNAHRO Fall Conference – A discussion was held about how each of the Board Members thought it went and what they each got out of the trainings.

## **3. Financial Report**

- b. The financials of October 2022 were reviewed. Treasurer made a motion to approve the 2022 financials as presented; Chair seconded, with all in favor.
- c. The Reserve is healthy at 74.26%. Being 10 months in there are no concerns; Rent and Maintenance are to the good. Chair asked about opting in for “25% in electric being powered by Solar” and if that is possible for the SHA. Assistant Director stated he would follow up.

## **4. Administration**

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

667-1 – Pedestrian Walkway Repairs (FISH#282036) This is in the design phase. We are going to add funding for this project from a potential ARPA funding award. We met with the engineer and DHCD, on 6/1/2022, to expand the scope of the project. We will be bidding this project over the winter for spring 2023 construction.

667-1 – Air Sealing and Insulation (FISH#282040) This new project is prompted by DHCD using DHCD sustainability funds. The designer completed the construction documents and is waiting for DHCD approval; once approved, the project will be sent out to bid.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) This is a DHCD ARPA targeted award to replace the Federal Pacific electric panel; the project is in the planning stage.

Work Order Report: There was a total of 17 with 16 completed and 1 open. Out of these, 3 were Emergencies and have been completed.

Board Member Eleanor asked about the bathroom fans; Board Member Eleanor stated hers will stay on for 2-3 days and is very loud. Assistant Executive Director explained the fans have an automatic moisture sensor. Board Member Eleanor explained if she flips the switch on for 15 minutes and then turn it off, it will stop that process of always being on.

Board Member Eleanor stated the heat must be set at 74 degrees, otherwise it will turn off at night. Assistant Executive Director stated he would follow up on both of the concerns.

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

We received 6 Standard Applications (6 Elderly/Young Disabled and 0 Family). We have 719 Elderly and 779 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in October. Overall occupancy is at 100%.

Board Member Eleanor stated there should be 1 vacancy as a resident passed away a month ago and the apartment has not been emptied. Executive Director stated he would follow up.

**5. Unfinished Business**

a. Parking issues out front/on the lawn was discussed again; it was determined a meeting with the DPW needs to be set up to discuss further. Assistant Executive Director to follow up.

**6. New Business – Executive Director**

a. A discussion was held as to whether the Board Members want to meet in December. Chair stated they would think about it and would let the Executive Director know of their decision.

**7. Other Correspondence**

a. DHCD PHN 2022- 21 Reservation & Modernization Resource for LHA-owned Section 8 NC/SR Developments

**8. Motion to Adjourn**

There being no further business, Board Member Eleanor made a motion to adjourn the meeting 5:59p.m. Chair seconded and with all in favor the meeting was adjourned.