

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 look 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

April 19, 2023

Members Present:

Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer

Members Absent:

Eleanor Gates, Member

Also Present:

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

1. Opportunity for Public Comments:

- a. A discussion was held about the walkway project.
- b. Concerns were brought up with Comcast increasing the rates; a senior discount was discussed. Chair discussed there would be an alternative option with the Local Area Municipal Broadband (LAMB); Chair explained there is no date set as to when this will be available to all the residents in town.

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, 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 February 15, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Chair seconded, with all in favor.

3. Executive Director Report

- a. Board Seat Open
- b. Board Member Training
- c. Lead Paint certification and smoke detectors were discussed. Executive Director presented an email, from Sterling Fire Department Lieutenant Thomas Kokernak, regarding the board members' concerns about the smoke detectors. Based on the report the Sterling Fire Department received from BEF Enterprises, the system was found to be in good working order.
- d. Union update
- e. Remote Public Meeting ability has been extended to March 31, 2025.
- f. Management Agreements

4. Financial Report

- a. The financials of January, February, and March 2023 were reviewed. Chair made a motion to approve the January, February, and March 2023 financials as presented; Treasurer seconded, with all in favor.

5. **Administration**

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

667-1 – Pedestrian Walkway Repairs (FISH#282036) We received 8 bids on 04/07/2023. The low bid was in the amount of \$86,123. The designer is now vetting the contractor.

667-1 – Air Sealing and Insulation (FISH#282040) This is a new project prompted by DHCD using DHCD sustainability funds. The designer was asked by DHCD to amend construction documents. They submitted their amendments on 04/05/2023 and is waiting for DHCD approval. Once approved the project can bid.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) This project is a DHCD ARPA targeted award to replace the Federal Pacific electric panel. Project is in ready to bid, but DHCD has not funded the project yet.

Work Order Report: There was a total of 21 with 18 completed and 3 open. Out of these, 4 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 920 Elderly and 1,270 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in March. We are at 100% (1 Empty unit – 1 Waiver = 0 Vacancy).

6. **Unfinished Business** - None

7. **New Business** – Executive Director

- a. Resolution 2023-3 Wage Match for State Housing Program Tenant. Motion made by Vice Chair to approve the Wage Match for State Housing Program Tenant; Chair seconded the motion, with all in favor.
- b. Resolution 2023-4 Low Bidder Walkway Repairs Sholan Terrace. Motion made by Chair to approve the Low Bidder Walkway Repairs Sholan Terrace; Treasurer seconded the motion, with all in favor.

8. **Other Correspondence**

- a. DHCD PHN 2023-2 Updated Release of Information
- b. DHCD PHN 2023-3 Wage Match for State Housing Program Tenants (Updated)
- c. DHCD PHN 2019-16 Wage Match for State Housing Program Tenants (Previous edition)
- d. DHCD PHN 2023-4 New Public Housing Redevelopment and Land Disposition Powers

9. **Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting at 6:03p.m. Treasurer seconded and with all in favor the meeting was adjourned. Next meeting will be held on May 17, 2023.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

May 17, 2023

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. Opportunity for Public Comments – None

2. Meeting Called to Order

- a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, Eleanor Gates-present, and 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.
- b. The minutes of April 19, 2023 were presented. With no discussion, Chair made a motion to approve the minutes; Board Member Eleanor Gates seconded, with all in favor.

3. Executive Director Report

- a. Robert Kneeland was re-elected for a 5-year term; one seat remains open.
- b. Board Member Training
- c. Union update
- d. LAMB – No set date

4. Financial Report

- a. The financials of April, 2023 were reviewed. The Reserve is healthy at 52.3%. Vice Chair made a motion to approve the April, 2023 financials as presented; Board Member Eleanor Gates seconded, with all in favor.

5. Administration

a. Modernization/Work Order Report – Assistant Director

667-1 – Pedestrian Walkway Repairs (FISH#282036) The contract was sent to the contractor to be signed on 5/05/2023.

667-1 – Air Sealing and Insulation (FISH#282040) This is a new project prompted by DHCD using DHCD sustainability funds. The designer was asked by DHCD to amend the construction

documents. They submitted their amendments on 4/05/2023 and are waiting for DHCD approval. As of 05/08/23, DHCD stated that this project is #3 in their que to be reviewed and that everyone is behind reviewing projects. Once approved the project can bid.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042) DHCD funded this project and now we can move forward with the design.

Work Order Report: There was a total of 19 with 18 completed and 1 open. Out of these, 3 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 3 Standard Applications (3 Elderly/Young Disabled and 0 Family). We have 2,248 Elderly and 1,303 Young Disabled applicants on the waiting list. There were 0 lease-ups and 1 vacancy in April. We are at 97.44% (2 Empty units – 1 Waiver = 1 Vacancy).

6. Unfinished Business – None

7. New Business – Executive Director

- a. Resolution 2023-6 Unrecoverable Quarterly Debt Write-Off. Motion made by Chair to approve the Unrecoverable Quarterly Debt Write-Off; Vice Chair seconded the motion, with all in favor.

8. Other Correspondence

- a. DHCD PHN 22023-5 Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Member

9. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting 6:56p.m. Board Member Eleanor Gates seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

August 16, 2023

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. Opportunity for Public Comments:

- a. There was a discussion of parking.

2. Meeting Called to Order

- a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, Eleanor Gates-present, and 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
- b. The minutes of May 17, 2023 were presented. With no discussion, Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

3. Executive Director Report

- a. Executive Director recommended the Election of Officers be tabled till September's board meeting, as there is one open board seat. Tenant Board Member made the motion to table the Election of Officers until September; Vice Chair seconded, with all in favor. Executive Director stated DHCD has changed their name to Executive Office of Housing and Livable Communities (EOHLC). Executive Director discussed how different factors affect the PMR. Executive Director provided an update on Union negotiations and the management agreement with HHA. Executive Director stated with the addition of HHA, we would be looking to hire an Assistant Manager for Off-Site Housing Manager Moises Ramos.

4. Financial Report

- a. The financials of May, June and July, 2023 were reviewed. Chair made a motion to approve the May, June and July 2023 financials as presented; Tenant Board Member seconded, with all in favor.

5. Administration

- a. Modernization/Work Order Report – Assistant Director

667-1 – Pedestrian Walkway Repairs– FISH #282036

The project is near completion. There is a change order in the amount of \$19,829.17 to upgrade the base of the sidewalks with more to likely follow. Upon removing the existing walkway, it was discovered that the base originally installed was insufficient. The current base is packed soil that is damp. The change order is to install riprap (stone) under the walkway to allow drainage of

water. It's possible that more change orders will be necessary as other areas of sidewalk are excavated.

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

DHCD approved the construction documents on 06/13/2023. We are now ready to schedule bidding. Bidding is scheduled for 08/16/23 with bids due 09/06/2023.

667-1 Replace Federal Pacific Electric Panel FISH# 282042

Project is in design.

Work Order Report: There was a total of 10 with 8 completed and 2 open. Out of these, 1 was an Emergency and has been completed.

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

In May, we received 3 Standard Applications (3 Elderly/Young Disabled); there was 1 lease-up and no vacancies.

In June, we received 4 Standard Applications; there were no lease-up or vacancies. In July, we received 4 Standard Applications; there were no lease-up or vacancies.

We have 935 Elderly and 1,303 Young Disabled applicants on the waiting list. We are at 97.44% occupancy.

6. Unfinished Business - None

7. New Business – Executive Director

- a. Resolution 2023-7 Accounting Services Contract. Motion made by Chair to approve the Accounting Services Contract; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2023-8 Authorization of Change Order 282036-CO-0001 in Conjunction with Pedestrian Walkway Repairs. Motion made by Chair to approve the Authorization of Change Order 282036-CO-0001 in Conjunction with Pedestrian Walkway Repairs; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-6 Mediation Services provided by the Massachusetts Office of Public Collaboration (MOPC)
- b. EOHLC PHN 2023-7 Revised Income Limits for Admission & FMRs for Continued Occupancy
- c. EOHLC PHN 2023-8 Centralizing Screening Determinations for Priority & Preference in AHVP Program
- d. EOHLC PHN 2023-9 Updates to Performance Management Review (PMR) for 2023 Cycle
- e. EOHLC PHN 2023-10 High Leverage Asset Preservation Program (HILAPP) Updates
- f. EOHLC PHN 2023-11 Updated Accelerated Independent Modernization and Management (AIMM) Program
- g. EOHLC PHN 2023-12 Mandatory Data Reporting

9. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting at 6:25p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on September 20, 2023.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

September 27, 2023

Members Present:

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

Members Absent:

None

Also Present:

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

1. Opportunity for Public Comments - None

2. Meeting Called to Order

- a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, Eleanor Gates-present, and Laurel Barrett-present. Also present were 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 5:30 p.m.
- b. The minutes of August 16, 2023 were presented. With no discussion, Chair made a motion to approve the minutes; Board Member Eleanor seconded, with all in favor.

3. Executive Director Report

- a. As Executive Director was not in attendance, his report was not discussed. Assistant Executive Director gave an update on the flooding/temporary evacuation of Sunset Towers that occurred. With the HHA management agreement officially signed by EOHLC, the plan will be to hire a new maintenance worker for HHA and would also work some hours for SHA.

4. Financial Report

- a. The financials of August, 2023 were reviewed. Chair made a motion to approve the August, 2023 financials as presented; Board Member Eleanor seconded, with all in favor.

5. Administration

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

667-1 – Pedestrian Walkway Repairs (FISH#282036)
The project is complete.

667-1 – Air Sealing and Insulation (FISH#282040)
We received one bid in the amount of \$321,800 on 09/06/2023 which is much higher than the estimate amount of \$167,161. EOHLC is reviewing the bid and will advise if they will provide additional sustainability funding for this project.

667-1 – Replace Federal Pacific Electric Panel (FISH#282042)
Project is in design.

Work Order Report: There was a total of 25 with 15 completed and 8 open. Out of these, 2 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 4 Standard Applications (4 Elderly/Young Disabled and 0 Family). We have 979 Elderly and 1,328 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in August. We are at 100% occupancy (2 Empty unit – 2 Waiver = 0 Vacancy).

6. Unfinished Business

a. Election of Officers – Chair motioned to not hold the election this month, as the 30-Day notice of the Town Appointed Tenant Board Member Seat ends as of 10/8/2023. Vice Chair seconded the motion, with all in favor.

7. New Business – Executive Director

- a. Resolution 2023-10 Change Order 282036-CO-0002 Walkway Repair. Motion made by Board Member Eleanor to approve the Change Order 282036-CO-0002 Walkway Repair; Vice Chair seconded the motion, with all in favor.
- b. Resolutions 2023-11 Walkway CSC and CFC Project 282036. Due to concerns brought up at the Annual Plan regarding this project, a motion was made by Chair to defer approval. Assistant Executive Director to follow up with the contractor about resolving the concerns of outstanding completion. Board Member Eleanor seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLIC PHN 2023-13 On-Site Solar Power Opportunities for Cost Savings and Clean Energy
- b. EOHLIC PHN 2023-14 FY2024 Budget Guidelines
- c. EOHLIC PHN 2023-15 Revised Housing Situation Priority Policy and Issuance of a Homeless Priority Verification Checklist
- d. EOHLIC PHN 2023-16 MRVP Going Live and Centralizing Screening Determinations for Priority & Preference

9. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting 6:01 p.m. Board Member Eleanor seconded and with all in favor the meeting was adjourned. Next meeting will be held on October 18, 2023.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

October 18, 2023

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

1. Opportunity for Public Comments – None

2. Meeting Called to Order

- a. 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 5:30 p.m.
- b. The Regular minutes of September 27, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Chair seconded, with all in favor.
- c. The Annual Plan Minutes (9/27/2023) were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Chair seconded, with all in favor

3. Executive Director Report

- a. Executive Director provided an update on Sunset Towers. Executive Director explained Assistant Housing Manager Rakisha will be starting Monday (10/30) and will be shadowing Off-Site Housing Manager Moises Ramos. The Fiber Optic meeting has been scheduled for 10/26 and RSC Cathy will be sending out flyers.

4. Financial Report

- a. The financials of September, 2023 were reviewed. Vice Chair made a motion to approve the September, 2023 financials as presented; Tenant Board Member seconded, with all in favor.

5. Administration

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

667-1 – Pedestrian Walkway Repairs– FISH #282036

The project is complete.

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

We received one bid in the amount of \$321,800 on 09/06/2023 which is much higher than the estimate amount of \$167,161. EOHLC is reviewing the bid and will advise if they will provide additional sustainability funding for this project.

667-1 Replace Federal Pacific Electric Panel FISH# 282042

Project is in design with 100% construction documents due 10/24/23.

Work Order Report: There was a total of 6 with 5 completed and 1 open. Out of these, 1 was an Emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We received 1 Standard Applications (1 Elderly/Young Disabled and 0 Family). We have 1,024 Elderly and 1,366 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in September. We are at 100% occupancy (2 Empty unit – 2 Waiver = 0 Vacancy).

6. Unfinished Business

a. There was a discussion of Election of Officers. Per the Sterling Town Hall, after the 30-day posting, there were no nominees submitted for the Tenant Board Member position. Vice Chair recommended voting and not holding off for a 5th board member, as it has been several months. Motion made by Vice Chair to keep the board “as is” (Carolyn – Chair, himself – Vice Chair, Laurel – Treasurer). Treasurer seconded the motion, with Carolyn in favor. Tenant Board Member Eleanor abstained from voting, as she stated she wanted to wait for a 5th board member to join before holding the Election of Officers.

7. New Business – Executive Director

a. Resolution 2023-11 Walkway CSC and CFC Project 282036. Motion made by Chair to approve the Walkway CSC and CFC Project 282036; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

a. EOHLC PHN 2023-17 EOHLC Vacancy Initiative

9. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting 6:07 p.m. Vice Chair seconded and with all in favor the meeting was adjourned. Next meeting will be held on November 15, 2023.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

November 16, 2023

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
Moises Ramos, Off-Site Housing Manager

1. Opportunity for Public Comments:

- a. A discussion was held regarding the recently identified need, by the Governor, for additional housing. It was discussed reaching out to the town to see if there are one or two spots that could be designated for “building out” housing.

2. Meeting Called to Order

- a. 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, Administrative Assistant/Special Projects Jade Tavares, and the Off-Site Housing Manager Moises Ramos. The Chair declared a quorum present and called the meeting to order at 5:35 p.m.
- b. The minutes of October 18, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

3. Executive Director Report

- a. The Executive Director discussed the Assistant Manager position; Rakisha Perez will be leaving and her replacement will be coming at the end of the month. The State Appointee board seat is still open and will need to be filled. All of the staff and board members are required to complete the Ethics Training. Administrative Assistant/Special Projects provided instructions to follow and can be called to assist if needed. Executive Director will be out of the office from 11/20/23 to 11/24/23.

4. Financial Report

- a. The financials of October, 2023 were reviewed. Vice Chair made a motion to approve the October, 2023 financials as presented; Tenant Board Member seconded, with all in favor.

5. Administration

a. Modernization/Work Order Report – Assistant Director

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

We received one bid in the amount of \$321,800 on 09/06/2023 which is much higher than the estimate amount of \$167,161. EOHLC approved the increase in funding. Once the bid is approved by the Board of Commissioners, we can schedule the pre-construction meeting.

667-1 Replace Federal Pacific Electric Panel FISH# 282042

Project is in design with 100% construction documents due 10/24/23.

Work Order Report: There was a total of 20 with 15 completed and 5 open. Out of these, 3 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 1 Standard Applications (Elderly/Young). We have 1,020 Elderly and 1,412 Young Disabled applicants on the waiting list. There were 0 lease-ups and 1 vacancy in October. We are at 97.37% occupancy (3 Empty unit – 2 Waiver = 1 Vacancy).

6. Unfinished Business - None

7. New Business – Executive Director

- a. Resolution 2023-12 Approval of HHA-SHA-WBHA and AFSCMA Union Contract. Motion made by Chair to approve the HHA-SHA-WBHA and AFSCMA Union Contract; Treasurer seconded the motion, with all in favor.
- b. Resolution 2023-13 Authorizing the Acceptance and Approval of the Low Bidder for Walkway Repairs Sholan Terrace Project 282040. Motion made by Vice Chair to approve the Acceptance and Approval of the Low Bidder for Walkway Repairs Sholan Terrace Project 282040; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2023-14 Approval of Regional Resident Service Coordinator (RSC) Grant Application. Motion made by Vice Chair to approve Regional Resident Service Coordinator (RSC) Grant Application; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-18 Resident Service Coordinators Notice of Funding Availability (NOFA)
- b. EOHLC PHN 2023-19 Public Housing Innovations 2024 Notice of Funding Availability
- c. EOHLC PHN 2023-20 RFI Pre-qualification of Accounting Firms to Conduct AUP Audit

9. Motion to Adjourn

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