

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

January 22, 2025

Members Present:

Carolyn Heimberg, Chair
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
Suzanne Bonney, Director of Finance

1. Opportunity for Public Comments:

- a. There was a discussion about humidifiers, mold, air purifiers and if tenants are allowed to know who lodges complaints against them. Concerns about plowing and shoveling were talked about. Tenants would like a ROBO call to be sent regarding moving their cars. There was a question about relatives, acting as a caregiver, being subject to the “21-day” rule; Tenants can submit a Reasonable Accommodation.

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 Mike Forance-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Director of Finance Suzanne Bonney. The Chair declared a quorum present and called the meeting to order at 5:30 p.m.
- b. The minutes of November 20, 2024, were presented. With no discussion, Treasurer made a motion to approve the minutes; Chair seconded, with all in favor.
- c. The minutes of December 12, 2024, were presented. With no discussion, Chair made a motion to approve the minutes; Treasurer seconded, with all in favor.

3. Executive Director Report

- a. There was a discussion about the Election of Officers; the last official vote was in 2023. In 2024, it was originally agreed to hold off until the empty seat (State Appointee) was filled, there were months there was no quorum, and some members were unable to attend in person. Executive Director asked the board if they would want to hold the election or wait until February. Board Member Mike Forance made a motion to hold the election in February; Chair seconded, with all in favor. Board Member Mike Forance asked about board members performing duties while not being officially sworn in by the town. Board Member Mike Forance requested that it be noted that “all members have stated they have been sworn in by the town”.

4. **Financial Report**

- a. The financials of October and November 2024 were reviewed. There was a discussion of the cost, for the two board members, who attended the MassNAHRO 2024 Annual Conference at the Sea Crest and hotel at the Holiday Inn. The Year End financials should be ready for the February Board Meeting. Board Member Mike Forance made a motion to approve the October and November 2024 financials as presented; Chair seconded, with all in favor.

5. **Administration**

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

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

This project is at substantial and final completion.

667-1 Window Replacement Phase 1 FISH# 282045

We received five bids on 8/30/24. The lowest bidder is Cornerstone Construction and Remodeling in the amount of \$35,769. We received the signed contract on 11/1/24. We are now scheduling the contract kick-off meeting.

667-1 Outdoor Spigot Replacement

This is a new project to replace the outdoor water spigot that broke in the amount of \$9,075.

667-1 Entry Repairs Building H

This is a new project to fix the front entryway of building H in the amount of \$34,788.

Work Order Report: There was a total of 24 with 20 completed and 4 open. Out of these, 3 were Emergencies and have been completed.

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

We have 1,643 Elderly and 1,941 Young Disabled applicants on the waiting list. In November and December, there were 0 lease-ups and 0 vacancies. We are at 100% occupancy (0 Empty unit – 0 Waiver = 0 Vacancy).

6. **Unfinished Business** – None

7. **New Business** – Executive Director

- a. Resolution 2025-1 Air Sealing and Insulation Project 282040 CSC and CFC. Motion made by Chair to approve the Air Sealing and Insulation Project 282040 CSC and CFC; Vice Chair seconded the motion, with all in favor.
- b. Board Member Mike Forance requested to add power outages as new business to the meeting. There was a discussion about policy and notifications for such an event. Board Member Mike Forance asked about a relocation plan. Executive Director explained that during the recent power outage, staff were ready to contact the Boxboro Regency hotel for a relocation of tenants, if the power did not come back on. Board Member Mike Forance asked about the community room generator; Vice Chair clarified that there has never been a generator for the community room.

8. Other Correspondence

- a. EOHLC PHN 2025-18 Update to Veteran's Preference Screening
- b. EOHLC PHN 2024-19 Update to Performance Management Review (PMR) for 2025 Cycle (FYA 6/30/2025-3/31/2026)
- c. EOHLC PHN 2024-20 Public Housing Innovations 2025 Notice of Funding Availability
- d. EOHLC PHN 2024-21 Notice of Funding Availability Self-Sufficiency Program (SSP) for State-Aided Public Housing and Massachusetts Rental Voucher program (MRVP)
- e. EOHLC PHN 2024-22 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11/17/24 to 11/17/25
- f. EOHLC PHN 2024-23 Aging in Place Turnover Guidelines
- g. EOHLC PHN 2024-24 Recent Legislation: Easier Internet Installation for LHAs
- h. EOHLC PHN 2024-25 Guidance Related to Local Tenant Organizations (LTOs) and Tenant Participation Under 760 CMR 6.0

9. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting at 6:38p.m. Board Member Mike Forance seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

March 16, 2025

Members Present:

Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, Member

Members Absent:

None

Also Present:

Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Chris Boyer, Assistant Director of Facilities

1. 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 Mike Forance-present. Also present, were Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Assistant Director of Facilities Chris Boyer. The Chair declared a quorum present and called the meeting to order at 5:30p.m.
- b. The minutes of February 19, 2025 were presented and discussed. Board Member Mike Forance stated he voted "No" to accept the January meeting minutes in February. The minutes presented during the March meeting stated he was a yes vote accepting the January meeting minutes in February. Board Member Mike Forance stated the Election of Officers was voted on in the February meeting and requested it be noted he voted to keep the board "as is" for three months. Board Member Mike Forance stated the Election of Officers should not be listed on this month's Executive Director's report. Board Member Mike Forance questioned the time frame of when Vice Chair was sworn in for his current term. Chair made a motion to approve the minutes of February 19, 2025; Treasurer seconded. Vice Chair voted "Yes", and Board Member Mike Forance voted "No".

2. Executive Director Report

- a. Assistant Director stated we received Eleanor Gate's official resignation letter. Assistant Director discussed the CFA that was awarded and the PMR results. Board Member Mike Forance asked why the board was not included in the PMR audit. Assistant Director explained board members are not part of the management review process. Once completed, the results are shared with the board members, and we will answer any questions they may have.

3. Financial Report

- a. The financials of January and February 2025 were reviewed; Assistant Director explained the expected March financials were not available. Board Member Mike Forance stated the budget presented for the Management Agreement was incorrectly listed and asked about the new budget. Board Member Mike Forance asked when eLOCC approved. Board Member Mike Forance stated he has been waiting for an update on the financials since the last meeting. Assistant Director to follow up. Chair made a motion to approve the January and February 2025 financials as presented; Vice Chair seconded. Treasurer voted "Yes", and Board Member Mike Forance abstained from voting.

4. Administration

Sterling Housing Authority
Regular Meeting Minutes

March 16, 2025

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

667-1 Window Replacement Phase 1 FISH# 282045

The windows are scheduled to be delivered on 4/12/25. Once received, we will determine a schedule for installation.

667-1 Outdoor Spigot Replacement

This is a new project to replace the outdoor water faucet that broke in the amount of \$9,075.

667-1 Entry Repairs Building H

This is a new project to fix the front entryway of building H in the amount of \$34,788.

Work Order Report: There was a total of 26 with 22 completed and 4 open. Out of these, 1 was an Emergency and has been completed.

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

We have 1,761 Elderly and 2,030 Young Disabled applicants on the waiting list. There were 0 lease-ups and 1 vacancy in March. We are at 97.50% occupancy (1 Empty unit – 0 Waiver = 1 Vacancy).

5. **Unfinished Business** – None

6. **New Business** – Executive Director

- a. Resolution 2025-4 Accounting Services Contract. Motion made by Chair to approve the Accounting Services Contract; Vice Chair seconded the motion. Treasurer voted “Yes”. Board Member Mike Forance stated he wants answers to his financial questions and voted “No”.

7. **Other Correspondence**

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force. Board Member Mike Forance stated he would like to know the cost of maintenance to turnover a unit vs the cost of the Task Force. Board Member Mike Forance asked if the Union would need to be involved. Assistant Director to follow up.
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA
- c. EOHLC PHN 2025-3 Amended Housing Situation Priority Policy for CSO
- d. EOHLC PHN 2025-4 SS Fairness Act

8. **Motion to Adjourn**

- a. Chair stated that before she makes a motion to adjourn, board members need to stick to the agenda, as there have been lots of questions not listed. Chair stated board member tones have deteriorated to a contentious tone, which is not beneficial to the meeting; Treasurer stated she agreed. Board Member Mike Forance asked if there was a policy to allow tenants to use maintenance tools. Assistant Director of Facilities stated tenants are not allowed to use maintenance tools, as tenants are required to call in a work order. There being no further business, Vice Chair made a motion to adjourn the meeting at 6:08p.m.; Treasurer seconded. Chair voted “Yes”, and Board Member Mike Forance voted “No”. The meeting was then adjourned.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

May 21, 2025

Members Present:

Carolyn Heimberg, Chair
Laurel Barrett, Treasurer
Mike Forance, Member

Members Absent:

Robert Kneeland, Vice Chair

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Suzanne Bonney, Director of Finance

1. Meeting Called to Order

- a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-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 Director of Finance Suzanne Bonney. The Chair declared a quorum present and called the meeting to order at 5:30 p.m.
- b. The minutes of March 16, 2025 were presented. Board member Mike Forance stated he did not agree with the minutes as written. Board member Mike Forance stated he has not received the revised budget from what Sue Honeycutt from Fenton, Ewald & Associates PC originally presented. Board member Mike Forance stated he knows EOHLC approved the budget. Board member Mike Forance requested the January and February 2025 financial vote be corrected to "Chair made a motion to approve the January and February 2025 financials as presented; Vice Chair seconded. Treasurer voted "Yes", and Board Member Mike Forance abstained from voting". Board member Mike Forance explained he will be abstaining from voting on financials until the revised budget is presented. The presented budget had \$31,407 as the management contract; it was corrected and submitted to EOHLC to reflect \$32,349 and approved by EOHLC. The board members agreed to table voting on the minutes. The corrected March minutes will be presented to the board at the June meeting.

2. Executive Director Report

- a. Executive Director recommended holding off on Election of Officers till next month, when the Vice Chair can attend; the board members agreed. Executive Director stated the Tenant Board Member seat is still open. Executive Director informed the board members that MassNAHRO Annual Conference at the Sea Crest is open for reservations.

3. Financial Report

- a. The financials of March and April 2025 were reviewed. Chair made a motion to approve the March and April 2025 financials as presented; Treasurer seconded.

4. Administration

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

667-1 Window Replacement Phase 1 FISH# 282045

Project is complete.

667-1 Outdoor Spigot Replacement

The spigots were tested for asbestos and were found to be negative. We are going to replace all the spigots.

667-1 Entry Repairs Building H

We are scheduling the repair now that the weather is warming up.

Work Order Report: There was a total of 24 with 19 completed and 5 open; none were Emergencies.

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

We have 1,801 Elderly and 2,062 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in April. We are at 100% occupancy (1 Empty unit – 1 Waiver = 0 Vacancy).

5. **Unfinished Business** – None

6. **New Business**

a. Resolution 2025-5 CSC and CFC Window Replacement Project 282045. Motion made by Chair to approve the CSC and CFC Window Replacement Project 282045; Treasurer seconded the motion, with all in favor.

7. **Other Correspondence**

a. EOHLC PHN 2025-5 Revised Income Limits for Admission & FMRs for Continued Occupancy

8. **Motion to Adjourn**

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

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

June 25, 2025

Members Present:

Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, 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
Cathy Santiago, Director of Housing Management Services
Patricia Ward, Sterling Select Board Member

1. 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 Mike Forance-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, Director of Housing Management Services Cathy Santiago, and Sterling Select Board Member Patricia Ward. The Chair declared a quorum present and called the meeting to order at 5:35p.m.
- b. The minutes of May 21, 2025 were presented. With no discussion, Chair made a motion to approve the minutes; Vice Chair seconded. Treasurer voted “yes”, and Board Member Mike Forance abstained from the vote.
- c. The minutes of April 16, 2025 were presented. With no discussion, Chair made a motion to approve the minutes; Treasurer seconded. Vice Chair voted “yes”, and Board Member Mike Forance abstained from the vote.

2. Executive Director Report

- a. Executive Director discussed the Election of Officers. Vice Chair made the full slate nomination to maintain the current seats: Carolyn Heimberg – Chair, Robert Kneeland – Vice Chair, Laurel Barrett – Treasurer. Chair seconded the motion. Treasurer voted “yes”, Board Member Mike Forance voted “no”. Executive Director discussed the personnel changes, as Evelyn Perez and Gerson Cintron left for new opportunities. Executive Director introduced Cathy Santiago as the new Director of Housing Management Services. Executive Director stated Shane Parsons is the new Director of Facilities. Jessica Davies is the new Admissions Manager/Sterling Housing Authority Manager. Executive Director and Director of Finance discussed the MassNAHRO conference at Sea Crest and the cost associated with the board members attending. It is an estimated \$1,240 per person for the hotel and conference. Director of Finance explained expenses must be cut elsewhere if the board members attend. There was a discussion about attendance and the board members acknowledged the cost. Chair stated she is not sure if she will attend, as she has gone previously. Vice Chair, Treasurer and Board Member Mike Forance stated they want to attend; Administrative Assistant/Special Projects to sign the three of them up.

3. **Financial Report**

- a. The financials of May 2025 were reviewed. Board Member Mike Forance asked about the last paragraph of the cover page; Director of Finance explained the disclosures. Director of Finance explained the plowing was an estimated \$15,000 and ice melt was \$4,800. The Reserves are low, so spending must be looked at carefully. The board members acknowledged this. We are waiting for a Reserve Augmentation from EOHLIC. Board Member Mike Forance asked for an explanation of the Fenton, Ewald and Associates, P.C. contract (5/1/2025) that was approved during the April board meeting; Board Member Mike Forance stated the Time of Performant shows commencement of 1/1/2024 to 12/31/2024. Administrative Assistant/Special Projects to follow up with Fenton, Ewald and Associates, P.C. for clarification. Chair made a motion to approve the May 2025 financials as presented; Vice Chair seconded. Treasurer voted “yes”, and Board Member Mike Forance abstained from the vote.

4. **Administration**

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

667-1 Outdoor Spigot Replacement

We are in the process of replacing the spigots. Our plumber has parts on order and will install them as soon as possible.

667-1 Entry Repairs Building H

We met with a contractor to do investigative digging around the steps on 6/13/25. We are now waiting for an estimate for repairs.

Work Order Report: There was a total of 26 and all have been completed. Out of these, 3 were Emergencies.

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

We have 1,801 Elderly and 2,062 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in May. We are at 100% occupancy (1 Empty unit – 1 Waiver = 0 Vacancy).

5. **Unfinished Business** – None

6. **New Business**

- a. Resolution 2025-6 Approval of Third Signatory to execute CFAs on Behalf of Board Members. Motion made by Chair to approve Vice Chair Robert Kneeland as the Third Signatory to execute CFAs on Behalf of Board Members; Vice Chair seconded the motion. Treasurer voted “yes” and Board Member Mike Forance voted “no”.
- b. Resolution 2025-7 Wage Match for State Housing Program Tenants. This Resolution is the memorialization from the Year End. Motion made by Vice Chair to approve the Wage Match for State Housing Program Tenants; Chair seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLIC PHN 2025- 6 Preventive Maintenance Planning Year Criteria

8. **Motion to Adjourn**

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

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

August 20, 2025

Members Present:

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

1. 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 Mike Forance-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, and Director of Finance Suzanne Bonney. The Chair declared a quorum present and called the meeting to order at 5:30p.m.
- b. The minutes June 25, 2025, were presented. Board Member Mike Forance asked that Patricia Wards title be changed to member of the Select Board; Patricia Ward is on additional Sterling boards. Administrative Assistant/Special Projects to update the minutes. Chair made a motion to approve the minutes as amended; Vice Chair seconded. Treasurer voted “yes”, and Board Member Mike Forance “abstained”.

2. Executive Director Report

- a. Executive Director informed the board that Giovanna Rivera is the new RSC and started at the end of July. The open tenant board seat was discussed. Executive Director talked about the MassNAHRO conference at the Sea Crest. Vice Chair asked if Sterling must pay a portion of the cost for the LHA staff; Director of Finance informed the board that the cost for LHA staff comes from the LHA budget. Director of Finance confirmed it is an estimated \$1,240 per person for the hotel and conference. The conference is from Sunday (9/7) to Tuesday (9/9). Board member Mike Forance asked for a copy of the agenda; Administrative Assistant/Special Projects to email the agenda out. Executive Director confirmed the agenda is also posted on the MassNAHRO website.

3. Financial Report

- a. The financials of June 2025 were reviewed. Chair made a motion to approve the June 2025 financials as presented; Treasurer seconded. Vice Chair voted “yes”, and board member Mike Forance “abstained” from the vote.

4. Administration

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

667-1 Entry Repairs Building H

The posts to the awning were cut to help the awning settle to level on a temporary basis. We received an estimate to dig up the stairs, replace the base, and install new concrete stairs in the amount of \$15,000. We are looking to fund a new project to complete this work.

Work Order Report: There was a total of 29 with 25 completed and 4 open. Out of these, 2 were Emergencies and have been completed.

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

We have 1,943 Elderly and 2,196 Young Disabled applicants on the waiting list. In June, there was 1 lease-up and 1 vacancy. In July, there were no lease-ups and one vacancy. We are at 100% occupancy (1 Empty unit – 1 Waiver = 0 Vacancy).

5. **Unfinished Business**

a. The corrected Fenton Contract dates were presented to the board.

6. **New Business** – None

7. **Other Correspondence**

- a. EOHLC PHN 2025-7 Vacancy Initiative 2.0
- b. EOHLC PHN 2025-8 American Resolution 250th Anniversary Celebration Funding
- c. EOHLC PHN 2025-9 Annual Plan Update
- d. EOHLC PHN 2025-10 Mandatory Data Reporting

8. **Motion to Adjourn**

There being no further business, Chair made a motion to adjourn the meeting at 6:00p.m. Treasurer seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

October 15, 2025

Members Present:

Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, 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
Patricia Ward, Sterling Select Board Member

1. 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 Mike Forance-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 Sterling Select Board Member Patricia Ward. The Chair declared a quorum present and called the meeting to order at 5:42p.m.
- b. The minutes of August 20, 2025 were presented. Board Member Mike Forance stated the minutes were a “fabrication”. Board Member Mike Forance stated he has “abstained from all meeting minutes since he joined the board”. Board Member Mike Forance stated the minutes are to be “bibliophilic”. Board Member Mike Forance stated he would like to see the revised minutes of August 20, 2025, showing he abstained from voting. Administrative Assistant/Special Projects to revise the minutes and present them to the board at the next board meeting. Chair made a motion to approve the minutes; Treasurer seconded. Vice Chair voted “yes”, and Board Member Mike Forance “abstained”.

2. Executive Director Report

- a. Executive Director discussed the open tenant board seat. Administrative Assistant/Special Projects is working with the Town Hall to fill the seat; tenant Weymouth Whitney expressed his interest in joining the board. Executive Director talked about the MassNAHRO conference, noting that the charges will be shown during the financials. Board Member Mike Forance stated he had the best time and learned a lot of information. Vice Chair and Treasurer agreed that it was very informative. Executive Director provided an update on the Union contract and that a Resolution would be presented to the board for approval. Board Member Mike Forance asked why the Union consisted of the “three small authorities” and not with Leominster. Executive Director explained the process, and it was decided by the Union to form their own contract. Executive Director explained the differences between the LHA Union contract and the

SHA/WBHA/HHA Union contract. Board Member Mike Forance stated he is opposed to the Union contract; the words “Union busting” was brought up, and tenants made comments against the idea. Tenants are in favor of maintenance staying with the Union.

3. Financial Report

- a. The financials July and August 2025 were reviewed. Chair made a motion to approve the July and August 2025 financials as presented; Vice Chair seconded. Treasurer voted “yes”, and Board Member Mike Forance “abstained”.

4. Administration

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

667-1 Entry Repairs Building H

The posts to the awning were cut to help the awning settle to level on a temporary basis. The posts have settled 2” and our plan is to see how it settles over the winter. We received an estimate to dig up the stairs, replace the base, and install new concrete stairs in the amount of \$15,000 which we can do in the spring if needed.

Work Order Report: There was a total of 34 with 24 completed and 10 open. Out of these, 1 was an Emergency and has been completed.

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

We have 2,074 Elderly and 2,256 Young Disabled applicants on the waiting list. There was 1 lease-ups and 0 vacancies in August. We are at 100% occupancy (1 Empty unit – 1 Waiver = 0 Vacancy).

5. Unfinished Business – None

6. New Business

- b. Resolution 2025-9 SHA/WBHA/HHA & Union Contract. Motion made by Chair to approve the SHA/WBHA/HHA & Union Contract; Treasurer seconded the motion. Vice Chair voted “yes”, and Board Member Mike Forance “abstained”.
- a. Resolution 2025-10 Approval of Affirmative Action Plan. Motion made by Chair to approve the Approval of Affirmative Action Plan; Treasurer seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-11 FY2026 Budget Guidelines
- b. EOHLC PHN 2025-12 Seeking Pre-Qualified Candidates to Serve as Chief Administrative and Financial Officer (CAFO)
- c. EOHLC PHN 2025-13 Amendments to 760 CMR 5.0

8. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting at 6:16p.m. Treasurer seconded and with all in favor the meeting was adjourned.

STERLING HOUSING AUTHORITY MINUTES OF ANNUAL PLAN MEETING

41 Sholan Terrace, Sterling, MA

October 15, 2025

Members Present:

Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, 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. Carolyn Heimberg-present, Robert Kneeland-present, Laurel Barrett-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 5:05p.m.
- b. There was a discussion of the Annual Plan:
 - a. Parking lot paving. Maintenance attempted to fix the holes, but it has since washed out. There are two specific spots that need to be fixed before Winter. Assisitant Executive Director explained the paving project is on the 5-year plan, though funding has not been portioned at this time. A NEEDS assessment is completed yearly to determine what projects will be done first.
 - b. There was a request for additional signage for visitor parking; more visitor parking is needed.
 - c. “Non-tenants” are parking on the side/partially on the grass of Bird Street. Assisitant Executive Director & Executive Director explained that the road is public, and the housing authority cannot control who parks there.
 - d. Snow plowing and ROBO calls were discussed.
 - e. Site improvement was talked about, and Assisitant Executive Director explained the process.
 - f. Board Member Mike Forance asked about the Window Replacement project. He stated they were told “there was a \$180,000 grant for the windows and that Assisitant Executive Director promised a building would be completed yearly”. Assisitant Executive Director explained that when the project came up, it was no guarantee there would be money to complete a building every year. Board Member Mike Forance asked where the money was. Assisitant Executive Director explained the funding for each project is reviewed yearly and he would follow up with RCAT Jim Turner regarding the Window Project.

- g. In two apartments, dimensions for the new windows were not “exactly the same” as the old ones; new air conditioners had to be bought, as the original ones did not fit in the new windows.
- h. In one section, there is a header with “Family” along with all the chapters. Why does it read like Sterling owns “Family Units”? Assistant Executive Director explained the Annual Plan is a universal document, created by EOHLC, for all housing authorities, which is why there is that column. Sterling Housing Authority does not own any “Family units”. There was a question about the age requirement to be eligible for Sterling Housing Authority. The age is set at 60 years old for elderly, however that requirement does not apply to young disabled applicants.
- i. Board Member Mike Forance asked where the “positive information” within the plan comes from. Assistant Executive Director explained this is done when the tenants complete the surveys. Board Member Mike Forance commented that the surveys appear the same from year to year. Assistant Executive Director explained the plan was created by EOHLC and housing authorities only enter in the information, this is why the formatting may be harder to read. Assistant Executive Director stated that tenants can ask him to add comments to the surveys.
- j. Assistant Executive Director reiterated the Annual Plan is a projection for the next 5 years.
- k. Concerns about air quality, with potential dust or mold, were discussed, along with air purifiers. The bathroom fans are “constantly running” and are not quiet. Assistant Executive Director explained code for the bathrooms changed, which is why these specific fans had to be installed. Assistant Executive Director explained he spoke with the manufacturer about the fans, and they confirmed that the fans will not stop running until they reach a set level of moisture.
- l. Board Member Mike Forance asked for a copy of all the “Rules and Policies”; he asked for an update on the Emergency Plan. Executive Director stated he would follow up.
- m. Board Member Mike Forance asked why the website is not up to date. Administrative Assistant/Special Projects and Director of Finance are currently working on updating the new website.

2. New Business

- a. Resolution 2025-8 Approval of Annual Plan for Fiscal Year 2026. Motion made by Chair to approve the Annual Plan for Fiscal Year 2026; Treasurer seconded the motion. Vice Chair said “yes”, and Board Member Mike Forance “abstained”.

3. Motion to Adjourn

There being no further business, Chair made a motion to adjourn the meeting at 5:41p.m. Treasurer seconded and with all in favor the meeting was adjourned.