

HANSON HOUSING AUTHORITY
80 Meeting House Lane, Hanson, MA 02341

BOARD OF COMMISSIONERS MINUTES, March 9th 2023

A Regular Meeting of the Hanson Housing Authority was duly called and held on the 9th of March 2023 at 6:30 p.m. at 80 Meeting House Lane and upon a call of the roll, the following Officers were found present and absent:

<u>Present</u>	<u>Absent</u>
Dan Pardo	Kevin Keane
Michael Jones	
Dorothy Marrocco	
Teresa Santalucia	

Pledge of Allegiance

Chairman Pardo led the Pledge of Allegiance

Approval of the Minutes from the December 7, 2022 Regular Board Meeting.

Commissioner Santalucia made a motion, seconded by Commissioner Jones to approve the minutes of the, December 7, 2022 Regular Board Meeting. The motion passed unanimously.

Fenton and Ewald Fee Accounts in Attendance per Board request to report on program status.

Commissioner Jones made a motion, seconded by Commissioner Santalucia, to approve the accounts payables as presented. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve the Certificate of Substantial Completion (CSC) for Alpha Contracting Associates, Inc. for the Comprehensive Building Envelope Repairs Phase 5 at Buildings 15 & 16. The date established for Substantial Completion is December 6, 2022. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to award Citizens' Housing and Planning Association (CHAPA) the contract to perform affordable housing monitoring services for Dunham Farms, the Chapter 40B homeownership project that includes thirteen (13) affordable deed restricted homes in Hanson, Massachusetts, for a three-year contract, totaling \$11,147.47. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve the new Work Order rates to be charged to the Hanson Housing Authority for all Quincy Housing Authority (QHA) employees working at Hanson. The Work Order rate is a blended rate which

includes all employee costs, the rate reflects the actual cost of the employee to QHA. The rates are subject to change due to the building trades collective bargaining agreements. The new rates will take effect on April 1, 2023. The motion passed unanimously.

Commissioner Jones made a motion, seconded by Commissioner Santalucia, to award and authorize the Executive Director to enter into a contract with New England Appliance and Moore, Inc. for the purchase of sixty-eight (68) Danby 20” Electric stoves with range cords. A Request For Quotes was prepared and five suppliers were solicited for prices. The Quotes were received on February 10, 2023, and we received bids from three (3) suppliers and New England Appliance and Moore, Inc. was the low bidder. The contract will be in the amount of \$37,479.64. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to award a contract for electricity supply to First Point Power for the term of 32 month at a rate not to exceed \$0.137 per kwh. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve the fiscal year 2023 budget for the 400 program with Revenue of \$421,400.00 Expenses of \$423,843.00 and requesting a subsidy of 5,060.00. The Executive Director’s Salary shall be \$0.00. The motion passed unanimously

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve the fiscal year 2023 budget for the 689 program with Revenue of \$32,790.00 Expenses of \$31,655.00 and requesting a subsidy of \$0.00. The Executive Director’s Salary shall be \$0.00. The motion passed unanimously.

Executive Director’s Report

Laura Taylor, QHA Assistant Executive Director, reported on the following:

- Hiring of Donald Gelinias, part-time maintenance position
- Tenant eviction process
- Tree removal project
- Gazebo shipment date of April 6th 2023
- Bench installation
- REAC Inspection
- Holiday Party
- February PMR
- State Audit in process
- Boiler-replaced circuits and several 3-way valves-tracking continued failures
- Response to failed gas line and faulty toilet flange at Woodbine Avenue

Old Business

Commissioner Santalucia update on CPC

New Business

Grace McAuliffe, QHA Director of Finance, Administration & Leased Housing, presented the board with the need to have an optional signatory on the bank accounts for Accounts Payable processing. Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve addition of Grace McAuliffe as an additional signatory for the Hanson Housing Authority, with the stipulation that checks require at least one board member signature, or the Chairperson's prior approval in an emergency situation. The motion passed unanimously.

There being no further business, Commissioner Santalucia made a motion, seconded by Commissioner Jones to adjourn. The motion passed unanimously, and the meeting adjourned at 7:41 p.m..

Respectfully submitted,

Kerrie Solomon
Administrative Assistant
Hanson Housing Authority