



HANSON HOUSING AUTHORITY

80 Meeting House Lane, Hanson, MA 02341

BOARD OF COMMISSIONERS MINUTES, February 13, 2025

A Regular Meeting of the Hanson Housing Authority was duly called and held on, Thursday, February 13, 2025 at 6:30PM. Upon roll call, the following Officers were found present and absent:

Present

Teresa Santalucia
Dan Pardo
Kevin Keane
Michael Jones

Absent

Dorothy Marrocco

Commissioner Santalucia made a motion, seconded by Commissioner Jones, to approve the minutes of the, January 9, 2025, Regular Board Meeting. The motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Keane to approve the Accounts Payables as presented in addition to requesting a key for coding for future reports. Colleen Whalen, Assisted Director of Managed Agencies, confirmed the fee accountant would be in attendance at the next month's meeting. The motion passed unanimously.

The board of commissioners of the Hanson Housing Authority votes to adopt the resolution authorizing the Executive Director of Hanson Housing Authority to submit a Section 18 application for the 6 units located at 533 Main Street, Hanson Ma. A roll call vote was conducted and the following YAYS and NAYS were recorded:

<u>YAYS</u>	<u>NAYS</u>
Michael Jones	None
Kevin Keane	
Daniel Pardo	
Teresa Santalucia	

If the application should be approved, the Board also authorizes the execution of all applicable award agreements, and the implementation of the Section 18 program plans as described in the application. The roll call vote was conducted and the following YAYS and NAYS were recorded:

<u>YAYS</u>	<u>NAYS</u>
Michael Jones	None
Kevin Keane	
Daniel Pardo	
Teresa Santalucia	

The Hanson Board of Commissioners nominations were as follows;

Commissioner Pardo made a motion, seconded by Commissioner Santalucia to nominate Michael Jones as Chairman of the Board. There being no other nominations, the motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones to nominate Kevin Keane as Vice Chairman of the Board. There being no other nominations, the motion passed unanimously.

Commissioner Santalucia made a motion, seconded by Commissioner Jones to nominate Daniel Pardo as Treasurer of the Board. There being no other nominations, the motion passed unanimously.

Commissioner Pardo requested regular weekly signing of checks rather than on call. Colleen Whalen noted that James Marathas and John Murray, Director of Finance, sign checks at the Quincy Housing Authority. Commissioner Santalucia would like to note that the Board signature has not been obtained for at least 8 months as previously negotiated and specified in management agreement. The Board agreed to try out the process of having the Treasurer approve invoices scanned via email prior to checks being processed to streamline the process while still having oversight.

Executive Director's Report

Colleen Whalen reported on the following:

- LZ 5 renovation in progress
- K-9 inspections at MHL
- Snow removal and ice melt as needed LZ & MHL
- Water main line repair
- 16D vacancy completed
- Greater Boston Food Delivery
- Woodbine rear deck repair
- Two new vacancies coming in 5A & 5B
- Fence at Woodbine damaged

Modernization Report

- Force account plan for Rear steps Approved. Work to begin in March.
- Code Comp.-Exit Sign & Emergency Light Installation awaiting EOHLC Work Order. EOHLC
- Review Architect assigned.
- Cameras & Security System In House Spec Draft complete - Going out to bid on 2/19.
Bids due 3/7/25.
- Fire Alarm Phase 2 -need to request ER award from EOHLC. Meeting set up with EOHLC to discuss options.
- Community Bldg Electric Panel upgrade-getting quotes.
- Bioclear Study-awaiting report from GCG.
- Maintenance Shed Siding Replacement-Developing Force Account plan for submittal to EOHLC.
- Tub Cuts for ADA units (667-1)—Force Account Plan being developed
- ARPA Door replacements-Russell scheduling with Varieka.
- Woodbine Septic System Replacement-EOHLC creating Work Order
- RAD Conversion update.
- Letter request from Town for support, received, completed
- Letter of determination for environmental review received, completed
- Letter of administration agreement with Quincy for voucher management, completed

RAD Conversion Update:

- Letter request from Town for support, received and completed
- Letter of determination for environmental review, received and completed
- Letter of administration agreement with Quincy for voucher management, completed

- Tenant Meetings-completed

Old Business

None

New Business

Commissioner Jones would like to schedule site visits to all three locations. Commissioner Jones to notify James Marathas prior to agenda being solidified so it may be included.

Commissioner Santalucia inquired about a 4H gardening project at the Housing Authority.

There being no further business, Commissioner Santalucia made a motion, seconded by Commissioner Pardo to adjourn. The motion passed unanimously, and the meeting adjourned at 7:17 pm.

Respectfully submitted,

Kerrie Solomon
Administrative Assistant
Hanson Housing Authority