

Hingham Housing Authority Board Meeting

Tuesday, December 8, 2020 at 5:00 p.m.

A Regular Meeting of the Hingham Housing Authority was duly called and held on Tuesday, December 8, 2020 at 5:00 p.m. via video conference and upon a call of the roll, the following Commissioners were found Present and absent:

<u>Present</u>	<u>Absent</u>
Gregory O'Meara	
Irma Lauter	
James Watson	
Megan Buhr	
Janine Suchecki	

Discussion on outside Accountant for the Hingham Housing Authority (requested by Commissioner O'Meara)

Ms. McAuliffe explained to the Board that the outside accounting firms used by housing authorities are known as Fee Accountants. The purpose of the fee accountant is to ensure that the housing authority is correctly calculating all of the various fees charged to either DHCD or HUD which support the operations of the housing authority. They also ensure that the various financial schedules that must be submitted to DHCD/HUD on a monthly/weekly/quarterly and annual basis are completed correctly as those reports generate our subsidy.

All housing authorities have fee accountants because financial statements must be submitted to DHCD/HUD by a Certified Public Accountant. Some of the larger housing authorities, such as Boston and Springfield have CPA's on staff.

Commissioner Lauter commented that this is explained in the Commissioner training.

There was no further discussion on the discussion of outside fee accountants.

Approval of minute from the Hingham Housing Authority Board Meeting held on November 10, 2020.

Commissioner Buhr pointed out a typo on page two in which the Recording Secretary stated she would make that change.

Commissioner Lauter made a motion, seconded by Commissioner Watson, to approve the minutes from the November 10, 2020 Board Meeting. The motion passed unanimously.

Approval of the Accounts Payable and the Payments Warrant for the month of November, 2020.

Commissioner O'Meara questioned the \$11,123.36 payment made on November 18, 2020, to the Quincy Housing Authority.

Ms. McAuliffe explained that this payment was in part for the management agreement in addition to labor and materials for October work orders.

Commissioner O'Meara made a motion, seconded by Commissioner Lauter, to approve the accounts payable and the payments warrant for the month of November, 2020. The motion passed unanimously.

The Chairperson discussed the paperwork associated with the next motion and asked Mr. Marathas if it is acceptable to cross out the name of the former Chairperson and replace with the current Chairperson. Mr. Marathas said that this is acceptable as Officers on a Board do change.

Commissioner O'Meara made a motion, seconded by Commissioner Lauter, to approve and authorize the Executive Director to execute Amendment #12 to the Contract for Financial Assistance for the Capital Improvement Work Plan #5001 between the Commonwealth of Massachusetts Department of Housing and Community Development and the Hingham Housing Authority. Amendment #12 will result in an increase of \$207,415.00 Work Plan #5001, bringing the total award to \$1,635,274.50. The motion passed unanimously.

CPA Update from Megan Buhr

Commissioner Buhr updated the Board on the CPA application. The CPA said that the application was not submitted on time. There was a discussion on the timeline and the email exchanges indicating the application was submitted on time. It was concluded that next year a strong application will be submitted to the CPA.

Executive Director's Report

Mr. Marathas reported on the following:

- Decorations and wreaths have been put up for the holidays.
- Donation of masks to Hingham Police and Fire Departments.
- There are currently four vacancies, two are ready to rent and two are in progress.
- There is a considerable amount of deferred plumbing issues. Plumber has gone through ten buildings to date and made all necessary repairs.
- Pembroke Housing will be the administrator for the voucher for the Scotland Rd. unit. There is a tremendous amount of work needed at the property and Mr. Marathas said he would come back with a revised a Capital Plan outlining the work needed.
- A tenant brochure with all policies is in design and will be distributed to all current tenants and will be included in new tenant lease packets.
- Deep sanitizing continues daily and on weekends. No positive cases at Hingham Housing Authority to date.

Other items as may not be reasonably known within 48 hours of the meeting

The Chairperson read into record a letter that she received from the Inspector General's Office regarding former Executive Director, Sharon Napier. The Chairperson redacted the names during her reading of the letter.

The Chairperson said this letter was not up for discussion this evening, however, asked to schedule another meeting in which the letter can be discussed.

The Board agreed to hold a meeting on Tuesday, December 15, 2020, at 5:00 p.m.

Discussion was held on attaching the letter to the Agenda that will be posted at town hall. The letter can be attached as it is a public document.

Mr. Marathas wished the Commissioners a happy and safe holiday.

Commissioner Watson brought up his request for discussion on handrails. A brief discussion ensued and the Executive Director asked Commissioner Watson to contact him and he would set up a time to meet him at the Hingham Housing Authority to see where he feels handrails are needed.

There being no further business, Commissioner Lauter made a motion, seconded by Commissioner O'Meara to adjourn. The motion passed unanimously and the meeting adjourned at 6:35 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary