

Hingham Housing Authority Board Meeting  
Tuesday, July 14<sup>th</sup> at 5:30 p.m.

A Regular Meeting of the Hingham Housing Authority was duly called and held on Tuesday, July 14, 2020 at 5:36 p.m. via video conference (gotomeeting.com) and upon a call of the roll, the following Commissioners were found present and absent:

<u>Present</u>	<u>Absent</u>
Gregory O'Meara	None
Megan Buhr	
Irma Lauter	
James Watson	
Janine Suchecki	

Commissioner Lauter made a motion, seconded by Commissioner Buhr, to approve the Minutes of the June 19, 2020 Board Meeting. The motion passed unanimously.

**Mod/Maintenance**

Commissioner Watson made a motion, seconded by Commissioner Lauter, to approve the Hingham Housing Authority FY 2020 Fair Market Rent (FMR). The motion passed unanimously.

Commissioner Lauter asked if these were the same FMR that are used for state housing. Mr. Marathas explained that these FMR are used for Section 8 Vouchers and are not applicable to public housing residents.

Commissioner Lauter made a motion, seconded by Commissioner Watson, to approve the Accounts Payable and the Payments Warrant for the Month of June, 2020. The motion passed unanimously.

Commissioner Lauter made a motion, seconded by Commissioner Watson to approve the Hingham Housing Authority 2020 Utility Allowance. The motion passed unanimously.

Commissioner O'Meara made a motion, seconded by Commissioner Buhr, to award and Authorize the Executive Director to enter into a contract with Bogan Tree Co. for the Tree Pruning and Tree Removal at 30 Thaxter St. The bids were opened on June 24, 2020, there were two (2) bids received and Bogan Tree Co. was the low bidder. The contract will be in the amount of \$8,050.00. The source of funding is DHCD FY20 Health & Safety funds. The motion passed unanimously.

Commissioner Watson asked about tree placement at other locations on the HHA property. Mr. Marathas responded that the HHA is not lacking of trees, and that trees can cause of host of problems including pests and potential damage to property.

Commissioner O'Meara made a motion, seconded by Commissioner Buhr, to enter into a three (3) year lease with Bay State Community Services for the property located at 100 Beal St. Hingham. The lease agreement calls for Bay State to pay all utilities for the property including all water charges. The first year of the lease sets the monthly rent at \$3,615.50, the second year includes a \$20.00 per bedroom increase and the third year will also include another \$20.00 increase per bedroom. The motion passed unanimously.

Commissioner Lauter thanked James and his team for the work they did to make this happen.

Commissioner Lauter made a motion, seconded by Commissioner O'Meara, to approve the submission of a CPC application to fund the installation of magnetic closers for the first floor fire doors at 30 Thaxter St. The Cost Estimate for this project is \$30,000. The motion passed unanimously.

The Commissioners asked if this could be done throughout the property at Thaxter Street. Mr. Marathas said that he would look into doing this throughout the buildings at Thaxter Street if the application is approved. The \$30,000, if approved, may be enough to cover the entire property.

Commissioner Lauter made a motion, seconded by Commissioner Watson, to approve the submission of a CPC application to fund new signage at 30 Thaxter St., subject to finding out the cost to provide lighting for the signage. The motion passed unanimously.

## **Finance**

Mr. Marathas said that our Finance Director is off today, however, he would be happy to answer any questions that the Board might have.

The Board accepted Ms. McAuliffe's Report as written.

## **Tenant Services**

Mr. Marathas explained that there is a meeting scheduled with residents for August 17<sup>th</sup> to discuss the process in establishing a Tenant Association. This meeting will also be for residents to have a chance to look at and approve new policies that will go in front of the Board for implementation and approval. The goal is to make the policies between the Hingham, Marshfield and Quincy Housing Authorities uniform.

Commissioner Lauter asked if there was a resident listing that lists the resident's contact information. Mr. Marathas said no and would advise against this, stating it would not be legal for the housing authority to initiate a listing.

Ms. Whalen spoke and said the tenant association had put one together in the past.

Mr. Marathas went on to report that travel related expenses are down. Water and sewer expenses are down, contract and extraordinary expenses in maintenance are down.

## **Executive Director's Report**

### **Lincoln School Management Agreement**

Mr. Marathas said that he has read the Lincoln School Management Agreement as has members of his senior Staff. Mr. Marathas went over the pros and cons of adding the Lincoln School to the portfolio of the Hingham Housing Authority. Mr. Marathas further stated that he is not ready to make a recommendation to the Board of whether or not the HHA should respond to the RFP and wanted to do some more digging and come back to the Board.

A brief discussion was held on the pros and cons of taking over the Lincoln School Management agreement and it was agreed that this would be discussed at a future Board Meeting.

### **Board Member email correspondence and necessity of private email.**

The Chairwoman discussed the importance of each Commissioner obtaining their own private email address for communication through the Board. There was no opposition to doing this. Commissioner Watson said he would provide a private email address to the Executive Director who would then share the address with staff and other Commissioners.

### **Community Preservation Application**

Mr. Marathas talked about the various community preservation (CPC) applications that need to be submitted and expressed that these should be submitted by staff with our Board member representative on the CPC as an advocate for their approval. There were no objections by Commissioners to doing the applications this way.

## **Executive Director Report**

Mr. Marathas updated the Board and told them that 100% of rents have been collected for the month of June and thanked Colleen Whalen for her hard work.

Section 8 has been fully automated.

The visitor policy is being lifted as of July 1<sup>st</sup> and all tenants and visitors are required to wear face masks.

Mr. Marathas thanked the staff that worked on the Community Room, further stating they did a phenomenal job and encouraged Commissioners to come by and take a look at the Community Room.

The Chairwoman opened up the meeting to the public and residents who wished to speak.

Ruth Bennett spoke to the Board and thanked the staff for the work they have done on the community room

Ruth then mentioned that the sign at the end of the entrance used to be under a street light providing lighting for signage.

The Commissioners thanked Ms. Bennett for her comments.

Mr. Marathas wanted to leave the Board with a feel good story. A tenant called the Authority needing help with their vacuum cleaner. The staff responded and was able to help the tenant with their vacuum cleaner and proceeded to help them clean. The tenant has since called Mr. Marathas thanking the staff profusely for the help that they provided.

The Chairwoman said that the next meeting is scheduled for August 11<sup>th</sup> and asked Commissioners if they would be amendable to meeting at 5:00 p.m. on that date. There were no objections to the Board meeting being held at 5:00 p.m.

There being no further business, Commissioner Lauter made a motion, seconded by Commissioner Watson to adjourn. The meeting adjourned at 6:39 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary