

Hingham Housing Authority Board Meeting  
Wednesday, June 9, 2021 at 5:00 p.m.

A Regular Board Meeting of the Hingham Housing Authority was duly called and held on Wednesday, June 9, 2021 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	None
Irma Lauter	
Megan Buhr	
Janine Suchecki	

**Public Hearing Amended Five Year Agency Plan**

Grace McAuliffe explained to the Board that the authority is required to hold a public hearing on the amended agency plan. The Chairwoman opened the meeting up to any members of the public who wished to comment on the plan. There were none. The Chairman, therefore, declared the public hearing closed.

Commissioner Lauter made a motion, seconded by Commissioner O'Meara, to approve the Hingham Housing Authority's Five Year Agency Plan. The motion passed unanimously.

**Approval of Minutes**

Commissioner Lauter made a motion, seconded by Commissioner O'Meara, to approve the minutes from the May 11, 2021 Regular Board Meeting. Commissioners' O'Meara, Lauter and Buhr voted in favor of approving the minutes and Commissioner Suchecki abstained. The motion passed.

Commissioner O'Meara made a motion, seconded by Commissioner Buhr, to approve the accounts payable as presented. The motion passed unanimously.

Commissioner Lauter made a motion, seconded by Commissioner Buhr, to approve the Certificate of Substantial Completion (CSC) for Glionna Plumbing & Heating Services Inc. for the Sustainability Energy Boilers & Domestic Hot Water at 705-1. The motion passed unanimously.

Commissioner O'Meara made a motion, seconded by Commissioner Lauter, to award and authorize the Executive Director to enter into a contract with Home Depot for the Installation of Solar Shades in the Community Building... The contract will be in the amount of \$3,731.09. Quotes were received on May 10, 2021 and Home Depot was the low bidder. The motion passed unanimously.

Commissioner O'Meara made a motion, seconded by Commissioner Lauter, to award and authorize the Executive Director to enter into a contract with the Lowest Responsible Bidder for

the Energy Lighting Upgrade at 667-1, 667-2 and 705-1. The General Bids will be opened on June 23, 2021. The motion passed unanimously.

Commissioner Lauter made a motion, seconded by Commissioner Buhr, to approve the shredding of fifty-four (54) boxes of old outdated files as approved by the Division of Records Conservation due to limited space and the lack of necessity of maintaining older records. The motion passed unanimously.

### **Discussion and possible vote on state holiday Juneteenth (June 19<sup>th</sup>)**

Discussion was held on the new state holiday Juneteenth. The Chairwoman read an email that was sent by DHCD regarding the holiday.

The Board as well as the Executive Director, agreed that staff should receive this holiday. The following motion was made:

Commissioner O'Meara made a motion, seconded by Commissioner Buhr to recognize Juneteenth as a holiday for all full time employees of the Hingham Housing Authority, and, further if the holiday falls on a Saturday or Sunday, the Executive Director shall choose the day that the full time employees receive as the holiday. The motion passed unanimously.

The Chairwoman asked that Colleen incorporate this into the personnel policy.

### **Finance**

Ms. McAuliffe reported on the written report that she provided to the Board and said the Authority is in good shape, partly due to the COVID money that was received.

### **Executive Director's Report**

Mr. Marathas reported on the following:

- New HVAC equipment has been installed in laundry room, community room and offices.
- Window trim is completed in community room. (bench seats, window trim and base)  
Both Kevin and Mike did an incredible job.
- Exercise equipment has been delivered.
- Solar blinds have been ordered for the community room.
- Gazebos have been delivered.

Mr. Marathas explained that some of the work that is being done is due to grants being received for specific projects, therefore when tenants ask why specific work is not getting done, the reason is the grant is specifically for other projects.

The Chairwoman explained that when the tenant Board member is selected they will be able to convey this to the residents.

## **Old/New Business**

Commissioner O'Meara asked where we stand on the formation of a tenants association. Mr. Marathas said that despite the outreach of our staff, there does not appear to be much interest.

The Chairwoman asked that discussion of forming a tenants association be put on next months' agenda.

Mr. Marathas reported that the Hingham Housing Authority website is now up and running. The Chairwoman suggested that the discussion of the new website be put on next months' agenda, after the Commissioners have had a chance to look at the site.

Commissioner O'Meara asked to discuss the parking situation. Mr. Marathas stated that some residents have issues if they are unable to obtain a parking spot right outside of their unit, however, further stated there is ample parking and, the real issue is of convenience. Two residents recently had an argument over a specific parking space, and conferences were held for each tenant.

Ruth Bennett spoke to the Board and said that the letter that Mr. Marathas sent explaining the place making grants was very effective.

The Chairwoman said that the second Tuesday in July is July 13<sup>th</sup> and asked if all Commissioners would be able to attend the meeting. Commissioner Buhr said she may not be able to make that date due to vacation. All others said they would be in attendance. Mr. Marathas suggested having the meeting outside to celebrate the new gazebo and patio. The Board agreed. July's meeting will be held on July 13<sup>th</sup> at 5:00 p.m.

There being no further business, Commissioner O'Meara made a motion, seconded by Commissioner Lauter, to adjourn. The motion passed unanimously and the meeting adjourned at 5:58 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary