

**Hingham Housing Authority Board Meeting
Tuesday, April 11, 2023, at 5:00 p.m.**

A Regular Meeting of the Hingham Housing Authority was duly called and held on Tuesday, April 11, 2023, at 5:00 p.m. at 30 Thaxter Street, Hingham, MA and upon a call of the roll, the following Commissioners were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Irma Lauter	Megan Buhr – excused
Michelle Larned	Ruth Bennett - excused
Janine Suchecki	

Pledge of Allegiance

The Pledge of Allegiance was led by Chairwoman, Janine Suchecki.

Tenant Association

Sue Gustafson reported on behalf of the Association. The Association did not have their meeting this month.

Motion to Approve the Minutes from the March 14, 2023, Regular Board Meeting

Commissioner Lauter made a motion, seconded by Commissioner Larned, to approve the Minutes from the March 14, 2023, Regular Board Meeting. The motion passed unanimously.

The meeting was opened to the Public Hearing and comments on the FY2024 Annual Plan. There were no questions or comments.

Motion to approve the Accounts Payable and Payments

Commissioner Larned made a motion, seconded by Commissioner Lauter, to approve the accounts payable and the payments. The motion passed unanimously.

Commissioner Lauter made a motion, seconded by Commissioner Larned to approve the FY24 Annual Plan and authorize the Executive Director to submit it to Department of Housing and Community Development (DHCD) for approval. The motion passed unanimously.

Commissioner Larned made a motion, seconded by Commissioner Lauter, to approve the FY24 Capital Improvement Plan (CIP) included FY24 Annual Plan and authorize the Executive Director to submit it to DHCD in the Annual Plan for approval. The motion passed unanimously.

Commissioner Larned made a motion, seconded by Commissioner Lauter, to award and authorize the Executive Director to enter into a contract with Cacciatore Bros., Inc. for Walkway and Driveway Repairs at the Congregate Units 667-1, FISH #131062. A specification was

prepared by QHA. Cacciatore Bros. was solicited for this project under “sound business practices” for contracts under \$10,000. Cacciatore Bros submitted a quote of \$9,800. The contract will be in the amount of \$9,800. The source of funding for this contract is DHCD Formula Funding. The motion passed unanimously.

Commissioner Lauter made a motion, seconded by Commissioner Suchecki, to award and authorize the Executive Director to enter into a contract with Williams Electric, LLC for the Fire Alarm System Upgrade at the 100 Beal Street, Congregate Building 689-1, FISH #1310720. The plans and specifications were prepared by John Murphy Electrical Construction and Engineering, Inc. The Bids were opened on March 24, 2023, and we received bids from seven (7) bidders and Williams Electric, LLC was the low bidder (see attached Bid Tabulation). The contract will be in the amount of \$46,200. John Murphy’s letter of recommendation is attached. The source of funding for this contract is DHCD Formula Funding. The motion passed unanimously.

Old/New Business

Commissioner Suchecki shared a news article regarding QHA and the Rainbow program at the QHA.

Tuesday, May 9th at 4pm Mr. Marathas will arrange to have the shuttle bus to take the Board Members, and anyone else, to the Beal Street Property for a tour of the land belonging to the housing authority.

Executive Director Report

Mr. Marathas reported:

- Annual recertifications are in progress
- Cleaning of the common areas in progress
- Leak in building 7 repaired
- Building 8 sump pump repaired
- Beal Street pre-bid Alarm walkthrough completed
- Beal Street paving bid
- Annual inspection of buildings 1-8 completed and closed out work orders bldgs 1-4, bldgs. 5-8 work orders are in progress
- Shutter project completed
- Food delivery completed
- Painted cupola on Community Room
- Budget for family unit renovations established for Force Account Project
- Pre mulch beds for delivery of mulch

There being no further business, Commissioner Lauter made a motion, seconded by Commissioner Larned, to adjourn. The motion passed unanimously, and the meeting adjourned.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director
Managed Agencies