

MAINTENANCE REPORT

The Maintenance report for December was presented.

OLD BUSINESS

CPA projects - Vareika Construction has completed the re-roofing of 140 Sproat Street at a cost of \$9,826. The Town will reimburse us through CPA funds for this work. TBA Architects has put the 11 Park & 120 Sproat Street roof project out to bid, with bids due 2/5/20.

FY20 Budget– The state budgets have been submitted and we are awaiting approval.

Health & Safety Grant – Although we have not received notice of award, this grant is showing up in our online funding report. This grant application was in the amount of \$14,400 for replacement windows at Archer Court.

Creative Place Making grant – This state grant is due 4/15/20 with a maximum request of \$500,000. On 12/5/19 we met with the tenants to determine their wants. We have also met with a few local artists for their input as required in the grant. Additionally we have had discussions with the Old Colony YMCA, Middleboro, who have committed to donating a treadmill, recumbent bike and weights for this space. We will meet with the tenants again 2/6/20

Section 8 Admin Plan – Chapter 9 Section F on Rent Limitations was reviewed at the last meeting with a request to have input from legal counsel. Attorney Driscoll tried to clarify the information by including exact language from the HUD CFR

MOTION: To approve the Section 8 Admin Plan change as proposed by legal counsel

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

NEW BUSINESS

HUD Financial Health letter – We were notified by phone in December that we would be receiving a letter from HUD on our Section 8 financial health. We received the letter 12/17/19 from HUD Boston stating that we have a \$325,000 deficit in the Admin Account. After discussions with our fee accountant, we believe this is due to the GASB health insurance and retirement set asides that are required by the IRS and responded as such on 12/27/19. Our accountant provide further backup 1/21/20. A conference call with HUD Boston, DC, our accountant & the Director is scheduled for tomorrow 1/23/20.

Legal Counsel Contract – Driscoll & Driscoll P.C. has submitted a new legal services contract. The rate will increase from \$150 per hour to \$160 per hour. The Director noted that they have not requested an increase in over 10 years.

MOTION: To accept and authorize the Director to sign the legal service contract with Driscoll & Driscoll P.C. at a rate of \$160 per hour for a three year term.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

Formula Funding - DHCD has notified us that we will be receiving \$158,362 in Formula Funding for capital improvements for FY23

FYE 19 certifications –The fiscal year end certifications reports were presented for review. Included were the Compliance with Lead Paint Laws and the Top 5 Compensation form. Members can choose to certify or decline to certify one or both, but all board members are required to sign these forms before submittal to DHCD.

MOTION: To authorize Board members to sign the fiscal year end 2019 certifications forms

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

The next meeting is scheduled for 2/19/20

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:40 PM

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

Respectfully Submitted:

Josephine A Ruthwicz, Secretary/Executive Director

Stephen McKinnon, BOC Vice Chairman

List of Documents and Other Exhibits Used By The Body At The Meeting:

1. 12/11/19 minutes
2. Financial Reports
3. Annual Report
4. Maintenance report
5. Section 8 Admin Plan
6. HUD Financial Ltr
- 7) Legal contract
- 8) Formula Funding award
- 9) FYE certs