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Hopedale Housing Authority  
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Hopedale Housing Authority  
MINUTES – January 11, 2024  
116 Hopedale Street, Community Room

The Regular Monthly Board meeting was held on January 11, 2024 at 4 P.M. in the Community Room.

Present: Jason MacDonald, Michael Colaianni, Amy Burns, David Guglielmi, Karlene Alger

Absent: none

Others: Katherine E. Consigli, tenants

The Meeting Minutes from December 14, 2023 were approved by board vote, Motion made by M. Colaianni, seconded by, D. Guglielmi, all in favor. Monthly disbursement of bills paid after December 14 to January 11, 2024. Motion made by M. Colaianni to approve payment of bills, seconded by K. Alger. All voted in favor

Motion made by M. Colaianni, seconded by D. Guglielmi, to approve the fee accountant report, Balance Statement for November. All in favor

Public Comments: Tenants voiced concern over not receiving information about snow removal times to clean and remove their vehicles, so the parking area can be plowed, also if a person is sick who moves their car. Also why don't we have a maintenance person. After a lengthy discussion the board will work with the Director to create a snow removal policy, however, removal of cars and cleaning them off is the sole responsibility of each tenant who has a car. Chairman will speak to the Police Chief about patrolling the property at night.

Vacancy/wait list was discussed, we have no vacant units.

New Business:

Notice to Proceed meeting was held on Thursday, January 11<sup>th</sup> for the Griffin hallway flooring replacement, time for completion is in 120 days, this will be extended because the material will take about 8 weeks to arrive and the asbestos needs to be removed first.

Kevin MacDonald and his son Ryan cleared the snow, starting on Saturday 1/6 to prep and then all-day Sunday, Kevin came back on Monday 1/8 when he cleared the parking area. Tenants expected the parking area to be cleared Sunday night, it did not stop snowing and was getting dark.

Director will be switching from PHA Network to PHA Web, PHA Web is what all the other Authorities are using, there will be an initial cost to transfer the files and provide training for both of us. PHA Network was brought out, and they have made a lot changes and increased fees.

Director interviewed a maintenance candidate and pending a Cori check will be hiring him, he lives in Milford and did maintenance at the Rolling Green development.

The Town Clerk said Karlana Alger is up for re-election in the May Town Election, I did not have a term for David Guglielmi. Jason's term is up in 2025, Michael, tenant representative, is 2026, Amy is the State Appointee.

Director hired Esteves Landscaping from Milford, Board members received a break down of his snow removal fees, he also does snow removal for Milford Housing Authority at Maher Court. He will clear the walkways and driveways and parking areas throughout the storm and pre treat the areas before and after the storms. Board members realize this will be costly.

I would also like to get a price for lawn service from him, snow and lawn service do not have to go out to bid, just need three quotes.

We have no maintenance and when one is hired it is too much work for one person at this time.

Director hired Summit Fire & Security from Bellingham, MA, to test the fire alarms systems this year waiting for a testing date.

Notices went out for the annual rent recertifications, which are effective April 1, 2024.

PMR is schedule for January 31, at 10 AM this will be a zoom meeting.

Waiting for Auditor Lisa Fallon to set a date for our audit.

Our annual plan and public hearing will be coming up next, I will be working with Beth Thompson, on this.

I interviewed for the maintenance position today, waiting for his Cori report to come back and plan to hire him, he lives in Milford.

Next meeting will be February 8, 2024 at 4 P.M.

Motion made by D. Guglielmi, seconded by M. Colaianni to adjourn

Meeting adjourned at 5:08 P.M.

Respectfully submitted  
Katherine E. Consigli  
Executive Director