Hopedale Housing Authority

116 Hopedale Street, Hopedale MA 01747

508-473-8120

Email: hopedalehousing@comcast

Hopedale Housing Authority

MINUTES – February 8, 2024

116 Hopedale Street, Community Room

The Regular Monthly Board meeting was held on February 8, 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 January 11, 2024 were approved by board vote, Motion made by A Burns, seconded by M. Colaianni, all in favor. Monthly disbursement of bills paid after January 11, 2024, to February 8, 2024, Motion made by M. Colaianni to approve payment of bills, seconded by A. Burns. All voted in favor

Motion made by A. Burns, seconded by K. Alger, to approve the fee accountant reports, Balance Statement for December 31, 2023, Quarterly Report ending 12/31/2023 and Modernization Report ending 12/31/2023.  All voted in favor

Public Comments: Timothy Connors, a tenant, wanted to know when the Board was going to change the community room hours, he had brought it up at the January meeting. The Chairman told him it would be placed on the agenda for the next meeting. He also wanted to know where Kevin was, Kevin is our plumber and is only called when we need a plumber.

Vacancy/wait list was discussed, we have two vacant units, one was offered.

New Business:

Matthew Keefe was hired to fill one of the maintenance positions, he started January 18, 2024, he has been reorganizing both workshops and has been doing work orders, Director will be purchasing I pads for the maintenance for work orders.

Casella Waste Services contract has expired, I am looking into changing the two (2) 6-yard containers for two 8-yard containers and removing the recycling dumpster, tenants are throwing trash into the recycling and then we are being charged for rubbish. We used to have two 8 yard containers. Board did not have a problem with removing the recycling bins and increasing the 6-yard to 8-yard.

Director signed up for One Call, we are now able to send out notification calls to all the tenants, regarding when to move cars, when the water will be off, used it a few times working out the kinks, but

very happy with it so far.

Executive Director/Board Approval regarding Wage Match, Chairman signed the Wage Match certification for FY2023, every tenant received a copy of the wage match and they had to sign this form; it is in every tenant’s file.

Budget was approved on 1/11/2024 by DHCD.

Working with the architect to pick colors for the Griffin hallway replacement, the ones that were picked are no longer available.

Working with Blackstone Valley Nurse Debra Vescera, about setting up presentations for the tenants.

Esteves Landscaping is doing an excellent job on all the snow storms, we have not had any tenant complaints.

We are working on the rent recertifications.

Monday, February 5th I had our PMR with Kaliah Wheeler from DHCD this is a non-published year

I should have three findings, 1) two members didn’t take the Board training, 2) the vacancy report was not submitted on time, 3) Fee account didn’t revise the budget in the maintenance account. The fee accountant and I will try to do better in the future.

Lisa Fallon the Auditor will be here on March 5th to do our audit from October 2022 to September 2023,

I am sending her the requested information.

Annual Plan will be next.

Motion was made by M. Colaianni, seconded by A. Burns to approve the final completion contract for Voms Construction Inc in the amount of $2,088.00, for building 118 roof replacement. All in favor

Director signed up for tax exemption at the dollar tree store and also signed up for Amazon Business for purchases.

Next meeting will be March 14, 2024 at 4 P.M.

Motion made by A. Burns, seconded by K. Alger to adjourn

Meeting adjourned at 4:47 P.M.

Respectfully submitting

Katherine E. Consigli

Executive Director