



4 CAPEN ST.
STOUGHTON, MA 02072-2579

COMMISSIONERS
BARRY CRIMMINS, CHAIRMAN
BILL LARKIN, VICE CHAIRMAN
DONALD BRADY, TREASURE
GEORGE HANSEN, MEMBER

EXECUTIVE DIRECTOR
COLLEEN M. DOHERTY

**STOUGHTON HOUSING AUTHORITY
MEETING MINUTES
Tuesday, February 20, 2024
6:30 pm**

The Stoughton Housing Authority met on Tuesday, February 20, 2024, at 6:30 PM (Virtual Video Call Meeting)

The following members were present:

Barry Crimmins, Chairman
Bill Larkin, Vice Chairman
Donald Brady, Member

The following members not present:

George Hansen, Member attended meeting
6:40pm

Other's present were Colleen Doherty, Kristen Anderson, Victoria Henriques, and Rosalind Texeira:

*The January 23, 2024, meeting of the Stoughton Housing Authority was called, to order by:
Mr. Crimmins at 6:37 PM.*

2. Consent Agenda

(a) Board Meeting Minutes

No discussion

(b) Monthly Financial Report

No discussion

(c) Vacancy Report

No discussion

(d) TAR Tenant Account Receivables

Discussion

(e) Overtime Report

No discussion

Mr. Larkin made a motion to accept the Consent Agenda as presented by Colleen Doherty (Executive Director). Mr. Hansen seconded the motion. All were in favor 4-0.

3. Accounting

(a) Ratification/Bill Schedule

Ratification was discussed.

Mr. Larkin made a motion to approve the Ratification Schedule in the amounts of \$185,212.21, for the period 01/23/2024 through 02/20/2024 as presented by Colleen Doherty (Executive Director). Mr. Hansen seconded the motion which, upon roll-call, was passed by a vote of 4-0.

4. Executive Director's Report

1. Colleen Doherty is speaking with the State on repositioning of the 705-s regarding the vacancy timeline before we can have to sell a unit. The State has hired a staff member who will gather a relocation plan done.
2. Colleen Doherty will talk further to Debra Morse Hebrew Senior Life regarding the Grant. We are incredibly supportive of the Hebrew Senior Life Project and the Veterans Family Housing Development would benefit. Currently, just for the Board's information unless Debra Morse needs more involvement from SHA. Mr. Crimmins is representing the Hebrew Senior Life and has recuse himself from any discussions regarding this matter.

5. New Business

a. Year End Certifications

Colleen Doherty asked the Board to vote the Certification of Top 5 Compensation Form and Certification of Year End Financial Statements and Tenants Accounts Receivables Data

*Bill Larkin, made a motion to Certified to Both
Donald Brady, made a motion to Certified to Both
George Hansen, made a motion to Certified to Both
Barry Crimmins, made a motion to Certified to Both*

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b. Maintenance Charge Policy

Colleen Doherty asked the Board to approve SHA Maintenance Charge Policy

Mr. Brady made a motion to approve Stoughton Housing Authority's Maintenance Charge Policy for a flat rate of \$60.0 for residents locked out of their apartments after regular business hours will be 00 per occurrence as presented by Colleen Doherty (Executive Director). Mr. Larkin seconded the motion which, upon roll call, was passed by a vote of 4-0.

c. Fee Accounting Services

Colleen Doherty asked the Board to approve the sole bidder Gordon/Griffin, LLC Response the Request for Qualifications and Proposal for Fee Accounting Services for Stoughton Housing Authorities.

Mr. Hansen made a motion to accept the Gordon/Griffin, LLC Response the Request for Qualifications and Proposal for Fee Accounting Services for Stoughton Housing Authorities as presented by Colleen Doherty (Executive Director). Mr. Larkin seconded the motion which, upon roll call, was passed by a vote of 4-0.

d. SMV Intercom System Upgrade-Change Order #2, Certificate of Substantial Completion, Final Completion and Final Payment

Colleen Doherty asked the Board to vote Change Order #2 1. Provide credit of \$300 for not installing tenant names in the building directories and to 2. Extend contract time by 103 days due to supply chain issues procuring the intercom hardware.

Mr. Larkin made a motion vote the Change Order #2 1. Provide credit of \$300 for not installing tenant names in the building directories 2. Extend contract time by 103 days due to supply chain issues procuring the intercom hardware as presented by Colleen Doherty (Executive Director). Mr. Hansen seconded the motion which, upon roll call, was passed by a vote of 4-0.

Mr. Larkin made a motion to vote for the Substantial Completion as extended by the Change Orders as of 12/11/2023 as presented by Colleen Doherty (Executive Director). Mr. Hansen seconded the motion which, upon roll call, was passed by a vote of 4-0.

Mr. Hansen made a motion to vote the Final Completion as of 02/07/2023 and Final Payment in the amount of \$15,248.56 as presented by Colleen Doherty (Executive Director). Mr. Brady seconded the motion which, upon roll call, was passed by a vote of 4-0.

e. Veterans Family Housing Development Selective Roofing Replacement

Colleen Doherty asked the Board to award ALMAR, LLC. 106 Adams St. Medfield, MA 02052 The lowest bidder the Selective Roofing Replacement

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Mr. Hansen made a motion to award the contract Selective Roofing Replacement for the Veterans Family Housing Development to ALMAR LLC, Inc. 106 Adams St., Medfield MA, 02052 in the amount of \$42,397.00 as presented by Colleen Doherty (Executive Director). Mr. Brady seconded the motion which, upon roll call, was passed by a vote of 4-0.

f. Snow Removal Services

Colleen Doherty asked the Board to vote C.J. Pickering 696 Washington Street, Easton, MA 02375 the sole bidder for the Snow Removal Services

Mr. Larkin made a motion to award the contract of Snow Removal Services to C.J. Pickering 696 Washington Street, Easton, MA 02375 in the amount of \$9,750.00 as presented by Colleen Doherty (Executive Director). Mr. Hansen seconded the motion which, upon roll call, was passed by a vote of 4-0.

g. Any other business that the board deems necessary.

Mr. Hansen informed the board he is working with Stoughton Town Hall to get a mirror installed for the resident's safety coming out of 4 Capen St. back parking lot. The mirror will be located on Pleasant St.

6. Old Business

7. Meeting Adjournment

Mr. Hansen made a motion to adjourn the meeting at 7:58pm. Mr. Larkin seconded the motion which, upon roll call, was passed by a vote of 4-0.

Respectfully by,

Rosalind Texeira