

**COHASSET HOUSING AUTHORITY  
REGULAR MEETING**

July 21, 2022

The Regular meeting was held remotely via “GoToMeeting” as allowed by Executive Order due to Covid-19.

Chairman, Helen Nothnagle called the meeting to order at 1:08 pm.

Upon a call of the roll the following members were:

| <u>PRESENT</u>   | <u>ABSENT</u> |
|--|---------------|
| Helen C. Nothnagle                                     | None          |
| Donna McGee  |               |
| Tom Meade  |               |
| Virginia Najmi   |               |
| Barbara O’Pray   |               |
| Also present: Colleen Sullivan-Locchi, Managing Agent; |               |

**New Business**

**Motion 2023 – 01 to Approve Accounts Payable, EFT’s & Checks #11161 – 11217 dated 05/13/22 – 7/21/22 totaling \$113,987.71 with zero (0) voids.**

D. McGee/B. O’Pray Motion to Approve Accounts Payable, EFT’s & Checks #11161 – 11217 dated 05/13/22 – 7/21/22 totaling \$113,987.71 with zero (0) voids.

The vote carried with a roll call vote of 5 vote for and 0 vote against and the Chairman thereupon declared said motion carried.

**Motion 2023 - 02 to Approve Payroll Register for pay periods 05/18/22 – 07/20/22**

D. McGee/B. O’Pray moved to approve Payroll Register for pay periods 05/18/22 – 07/20/22.

The vote carried with a roll call vote of 5 vote for and 0 vote against and the Chairman thereupon declared said motion carried.

**Motion 2023 – 03 to Approve Meeting Minutes April 21, 2022**

Amended Title change from “Special” to Regular and attendance correction.

B. O’Pray/V. Najmi moved to approve Meeting Minutes of April 21, 2022, as amended. The vote carried with a roll call vote of 5 vote for and 0 vote against and the Chairman thereupon declared said motion carried.

**Motion 2023 – 04 to Approve Meeting Minutes May 12, 2022**

Amended Title change from “Special” to Regular.

T. Meade/B. O’Pray moved to approve Meeting Minutes of May 12, 2022, as amended. The vote carried with a roll call vote of 5 vote for and 0 vote against and the Chairman thereupon declared said motion carried

**Motion 2023 - 05 Motion to Approve LEP Policy**

After reviewing the policy it was recommended to update the title of the policy to include “Limited English Proficiency”.

Moved by Donna McGee, seconded by Barbara O’Pray to approve the LEP Policy with the amended policy title. The vote carried with a roll call vote of 5 to 0 and the Chairman thereupon declared said motion carried.

5 Yes

0 No

### **Motion 2023 - 06 Motion to Approve Reasonable Accommodation Policy**

Moved by Barbara O'Pray, seconded by Donna McGee to approve the Reasonable Accommodation Policy as presented. The vote carried with a roll call vote of 5 to 0 and the Chairman thereupon declared said motion carried.

5 Yes

0 No

### **Motion 2023 - 07 Motion to Approve Fair Housing Marketing Plan**

There was discussion in regards to the wording that the local residency preferences will not be advertised.

Moved by Barbara O'Pray, seconded by Virginia Najmi to approve the Fair Housing Marketing Plan as presented. The vote carried with a roll call vote of 5 to 0 and the Chairman thereupon declared said motion carried.

5 Yes

0 No

### **Tenant Board Member**

The Tenant Board Member Term will end on June 30<sup>th</sup> as it was filling an open seat. Applications are now being accepted at Town Hall and are due August 12, 2022. This seat will now be for a full 5 year term. Notices were mailed to every resident and posted in community room.

### **Correspondence**

Request for building alteration at 64 Elm St., #3. Vendor has requested permission to install French Doors in one of the bedrooms as an emergency egress to accommodate a new resident. Colleen reviewed the project with DHCD's Construction Advisor Mike Leach. A list of requirements were presented to vendor in order for project to move forward. The vendor is agreeable and will keep us updated.

Chair Nothnagle received notice that a \$20,000 Alternative Energy grant was awarded for the installation of Telsa Battery's in lieu of using portable generators. We are not required to accept the grant, but certainly worth serious consideration and continued research. Chair Nothnagle will continue to share information.

### **Old Business**

#### **Community Building Roof**

This project's budget has increased due to materials & supplies pricing increases. ARPA Funds will be used for the difference to keep the project moving. The planning has been at a standstill due to technical issues with CapHub and hopefully will be resolved soon.

#### **Kitchen/Bath Project Update**

Contractor has addressed punch list items. Another walk thru is being scheduled to confirm. We are still waiting on Architect for Change Order.

#### **Additional Business that may come before the Board**

None

### **Director's Report**

Vacancies - 2 units to be ready within 10 days or less, 2 more right behind that (waiting on flooring). We have pulled 275 applicants for screening since April 2022. 160 are either No Response or Paperwork "return to sender". 12 not qualified. 2 have submitted everything and the balance are still "in review".

Affirmative Action rate is set at 18.20%, we are currently at 0%. Placement schedule is 1 in 5 until met.

New office staff has been hired and has a start date of Aug 3.  
Our first new kitchen install in an occupied unit has been scheduled. Required plumbing prior to install has been cumbersome and required the assistance of the town's water department.

Workers Compensation to Retirement case is moving forward and they have requested medical specialists for evaluation with 3 appts in Aug. It's my understanding it could still be some time until all is completed and approved.

Energy audit work has started- phase 1 (weather stripping on doors, outlet insulation and window caulking) completed. The next phase of attic insulation is scheduled for Aug 22 – Sept 2.

Launch is hosting a free snack trailer here on Weds for all residents

We are getting closer on a hallway cleaning contract. Many thanks to Ginny, our tenant board member for managing the procurement!

The town has been able to procure emergency generator service once again for us.

#### **Next Board Meeting – August 18, 2022**

##### **Motion 2023 – 08 Motion to Adjourn**

V. Najmi/B. O'Pray moved that the meeting be adjourned. The vote carried with a roll call vote of 5 vote for and 0 vote against and the Chairman thereupon declared said motion carried and adjourned at 2:53 pm.

Respectfully,

Colleen Sullivan-Locchi  
Secretary to the Board

Approved: August 18, 2022