

AGENDA

Regular Meeting

May 20, 2020 3:00 p.m.
Saugus Housing Authority
Saugus, MA 01906
Via Conference Call
781-233-2116 #
Password 2020

1. Pledge of Allegiance.
2. Roll Call.
3. Reading of the Minutes of the Regular Meeting March 18, 2020 and April 8, 2020.
4. Approval of March 2020 Invoices and Check Registers and April 2020 Invoices and Check Registers.
5. Communications.
 - a) Report of Financial Activity for the Period ending 3/31/20 and 4/30/2020
 - b) Work Order Report for the period ending 3/31/20 and 4/30/2020.
 - c) Vacancy Report for the period ending 3/31/20 and 4/30/2020.
 - d) Budget Comparatives for the month ending 2/28/20 and 3/31/20.
 - e) Laundry Receipts as of March 31, 2020 and April 30, 2020.
 - f) Public Housing Notice 2020-07. Covid 19 Public Health Information dated March 10, 2020.
 - g) Public Housing Notice 2020-08. Temporary Changes to DHCD Oversight for Activities to Mitigate Spread of Coronavirus. Dated March 12, 2020.
 - h) Public Housing Notice 2020-09. Reminder of Interim Redetermination Procedures for Decrease in Gross Income Dated March 13, 2020.
 - i) Public Housing Notice 2020-10. Capital Project Guidance for HA during Covid-19 Dated March 19, 2020.
 - j) Public Housing Notice 2020-11. Guidance and Best Practices for HA during Covid-19 Emergency. Dated March 20, 2020.
 - k) Public Housing Notice 2020-12. Evictions and Rent Recertification During Covid-19 Emergency. Dated March 25, 2020.
 - l) Public Housing Notice 2020-13. Preparing for and Responding to Covid -19. Dated April 2.
 - m) Public Housing Notice 2020-14. Procuring Supplies and Services Related to COVID-19. Dated April 3, 2020.
 - n) Public Housing Notice 2020-15. Resources and Best Practices for Resident Services During the Covid-19 Pandemic. Dated April 6, 2020.

- o) Public Housing Notice 2020-16. Remote Public Meetings during Covid-19 Emergency. Dated April 10, 2020.
- p) Public Housing Notice 2020-17. Extension of Certain DHCD Required Certifications and Submissions Deadlines, April 13, 2020.
- q) Public Housing Notice 2020-18. Protection of Personal Data at Home or in the Office Deadlines, April 16, 2020.
- r) Public Housing Notice 2020-19. Changes to 12/31/2020 FYE Performance Management Review due to State of Emergency, 2020. Dated April 23, 2020.
- s) Public Housing Notice 2020-20. Restricting High Access Developments. Dated April 28, 2020.
- t) Public Housing Notice 2020-21A. Rent Policy During Covid -19. Dated May 11, 2020.

6. Director's Report

7. Old Business

8. New Business.

- a) Consideration to approve DHCD Quarterly Operating Statements and Mod Reports for Saugus Housing Authority 400-1 Program, for the period ending March 31, 2020.
- b) Consideration to approve DHCD Quarterly Operating Statements and Mod Reports for Saugus Housing Authority 689-1 Program, for the period ending March 31, 2020.
- c) Consideration to approve Payment in the amount of \$5,275.50, to C.A. Crowley Engineering, Inc. to the Domestic Hot water Replacement at Heritage Heights, dated 2/27/2020.
- d) Consideration to approve Payment in the amount of \$3,000, to Winslow Architects, Inc, for DHCD 262065 Kitchen Modernization Laurel Gardens dated 3/2/2020.
- e) Consideration to approve Payment in the amount of \$6,000, to Winslow Architects, Inc, for DHCD 262065 Kitchen Modernization Laurel Gardens dated 4/1/2020.
- f) Consideration to approve Payment in the amount of \$450.00, to Richard Conlon for Accounting Services DHCD 262065 Kitchen Modernization Laurel Gardens dated 3/5/2020.
- g) Consideration to approve Payment in the amount of \$10,129.40 to Allen and Major dated 4/1/2020, 2 Rice Street, Roadway DHCD Fish #262069.
- h) Consideration to approve Payment in the amount of \$7,020.00 to Allen and Major dated 5/6/2020, 2 Rice Street, Roadway DHCD Fish #262069.
- i) Consideration to approve Payment in the amount of \$450.00, to Richard Conlon for Accounting Services, 2 Rice Street, Roadway DHCD Fish #262069 dated March 5, 2020.
- j) Consideration to approve Payment in the amount of 14.34 to Project Dog. DHCD FISH number 262073 the Flooring Replacement at the 689-1. Dated 3/3/2020.
- k) Consideration to approve Payment in the amount of 160.92 to Project Dog. DHCD FISH number 262074 Electrical Service Replacement at 705-1. Dated 3/3/2020.
- l) Consideration to approve Payment in the amount of \$200.00 to Raymond Guertin for DHCD FISH number 262060 Replacement of Bedroom Windows. Dated 3/17/2020.
- m) Consideration to approve Payments in the amount of both \$1,561.28 and \$2,248.70 to Wholesale Carpet Company. DHCD FISH number 262076 Stair Treads for Sweetzer Corner 667-4, dated 3/19/2020 and 5/5/2020.

- n) Consideration to approve Payment in the amount \$897.15 to Bid-Docs online for the On-line Bidding for the Roadway of 19 Talbot Street, dated 5/4/2020.
- o) Consideration to approve Payment in the amount \$37,831.63 to Garofalo Design Associates, Inc. for online Bidding for the Roadway of 19 Talbot Street, dated 5/4/2020.
- p) Consideration to approve the lowest and most responsible bidder Byors and Sons Mechanical of Marblehead MA for \$112,000, for domestic hot water heaters replacement. for 19 Talbot Street, Saugus MA.
- q) Engagement letter for Richard Conlon.

9. Commissioner's Concerns/ Comments from the Floor.

10. Adjournment.

The Monthly Board meeting will be held per the state's updated remote meeting guidelines on May 20, 2020 at 3:00 p.m.