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| **Regular Meeting** |
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| **Newburyport Housing Authority** |
| **Board of Commissioners** |
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| **February 9, 2022** |
| **minutes** |
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The Regular Virtual Meeting of the Newburyport Housing Authority (NHA) Board of Commissioners was held on Wednesday, February 9, 2022.

**1**. **Call To Order:**

**A. Commissioner Roll Call:** The Chair called the meeting to order at 5:03 P.M. The following Commissioners were in attendance:

Present: Thomas F. O’Brien, Treasurer

Mary Karabatsos, State Appointee

Sarah Holden, Member

Also Present: Tracy M. Watson, Executive Director& Secretary

Kathryn Leary, Director of Leased & Public Housing

Absent: Cheryl Amey, Chair

Alphonse Montoni, Federal Tenant Member

Others present: public comment:

**B. Public Comment on Agenda Items: None**

**2. Review & Approval of Minutes**:

1. **December 6, 2021-Public Hearing:** Commissioner Karabatsos motioned to approve the minutes

of the December 6, 2021 Public Hearing & December 6, 2021 collectively, Commissioner Holden seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

1. **December 6, 2021 – Reg. Meeting:** SEE 2A
2. **January 12, 2022:** Commissioner Karabatsos motioned to table the minutes of the January 12,

2022 meeting, Commissioner Holden seconded the motion. All voted in favor to table, 3-0, 2 absent,

motion passed.

**3. Correspondence:**

1. [**https://www.mass.gov/service-details/public-housing-admin**](https://www.mass.gov/service-details/public-housing-admin)**:** Commissioner Karabatsos

motioned to receive and file PHN 2022-01, Commissioner Holden seconded the motion. Tracy updated the Board on PHN 2022-01 – COVID 19- Omicron Variant guidance. All voted in favor, 3-0, 2 absent, motion passed

**4. Financial Matters:**

1. **Review and Approval of Invoices 01/01/22-01/31/22:** Commissioner Karabatsos motioned to

approve the invoices as paid, Commissioner Holden seconded the motion. All voted in favor 3-0, 2 absent, motion passed.

1. **Review & Approve Financials December 2021:** Commissioner Karabatsos motioned to

Approve, Commissioner Holden seconded the motion. Tracy updated the Board on NHA’s

December financial position: Horton Terrace - federal reserves are still holding strong, State 400

Programs reserves are also strong, 689 Programs continue to struggle, Section 8 is very healthy and

AHVP is staying solid. There was a brief discussion on selling 41 Milk St, however, DHCD is not

supportive. All voted in favor, 3-0, 2 absent, motion passed.

1. **Review & Approve Board Resolution Federal Operating Budget:** Commissioner

Karabatsos motioned to approve the Annual Board Resolution for HAP funding budget, Commissioner Holden seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

**5. New Business:**

1. **Invitation for Bids – Rooftop Space:** Tracy presented the Rooftop Space Invitation for Bids for

the rental space on the Sullivan Building roof. Bids will be received until March 31st. Tracy will update accordingly.

**6.** **Old Business: None**

**7. Reports:**

1. **Section 8 Monthly Report:** Commissioner Holden motioned to receive and file,

Commissioner Karabatsos seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

1. **Vacancy Report:** Commissioner Karabatsos motioned to receive and file, Commissioner

Holden seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

1. **Work Order Report:** Commissioner Karabatsos motioned to receive and file, Commissioner

Holden seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

1. **Investment Report:** Commissioner Karabatsos motioned to receive and file, Commissioner

Holden seconded the motion. All voted in favor, 3-0, 2absent, motion passed.

1. **Executive Director’s Report:** Commissioner Karabatsos motioned to receive and file,

Commissioner Holden seconded the motion. All voted in favor, 3-0, 2 absent, motion passed.

The Executive Director highlighted the following items on the report:

* HT Window update – Bids close February 16th
* HT office/Community Bldg project in design phase
* 689-3 kitchen- RCAT will re-bid
* KG Community Bldg waiting on DHCD to assign architect
* KG Siding schematic design phase completed-waiting for bid phase
* Follow up - siding will be composite wood siding
* Milk St. flooring is completed
* SB Cracks along pillars-on hold - DHCD searching for engineers
* LEAN – working with ACTION Inc. to replace thermostats, lighting, etc

1. **CPC Report :** Commissioner O’Brien updated that there will be a meeting February 23rd.

**8. Other:**

1. **Next Regular Board Meeting: 3/14/2022**

**9. Adjournment:**

Commissioner Karabatsos motioned to adjourn the meeting; motion was seconded by Commissioner Holden. All voted in favor, 3-0, 2 absent, motion passed.

The Chair thereupon declared the meeting adjourned 5:37 P.M.

Submitted by the Executive Director and Approved by the Board on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thomas O’Brien Tracy M. Watson

Treasurer Executive Director

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_