

Hingham Housing Authority Meeting Minutes  
Regular Meeting January 22, 2020

Location: 210 Central Street  
Hingham Town Hall

Date: January 22, 2020

Time: 6:30 p.m.

Attendees: Chairperson, Gregory O'Meara, Commissioner Janine Suchecki, Commissioner James Watson, Commissioner, Megan Buhr, Commissioner, Irma Lauter, Acting Executive Director, James Marathas, Recording Secretary, Terry Champion as well as members of the public.

The Meeting was called to order by the Chair at 6:30 p.m. A roll call was taken, all Commissioners were present this evening.

**Reading and Consideration of the Minutes from the December 10, 2019 Regular Board Meeting**

Chairperson, Gregory O'Meara said that the adjournment time on the meeting was incorrect. Commissioner Suchecki suggested leaving the time of adjournment off of the minutes as it is not required. The Recording Secretary said she would make the change.

Commissioner Suchecki made a motion, seconded by Commissioner Lauter, to approve the Minutes of the December 10, 2019 Regular Board Meeting with the time of adjournment not to be included. The motion passed unanimously.

**Report from the Tenants Association**

No one from the Tenants Association was present this evening.

**Executive Director Report of the HHA Administration by James Marathas, Executive Director**

Mr. Marathas reported on Executive Director, Sharon Napier's Report as follows:

- Vacancy Report – 0 vacancies in December
- Financial warrants – accounts payable distribution for December 2019:
- Totals: Section 8 Housing Assistance Payments (HAP) \$28, 944.00; Management Accounts payable, \$51,705.50.
- Grant update – FSS grant application in October has been funded at \$33,000.
- Accountant's Report for November: Total favorable for all accounts: \$3,723.00.
- Capital expenditures-MacRitchie Engineer-boilers- \$9,410.00
- Next regularly scheduled meeting is February 11, 2020 at 5:30 p.m.

Mr. Marathas reported to the Board that after full inspections of the HHA units, it was determined extensive plumbing work is needed. A plumber has been working on repairs and expects the work to be completed within the next two weeks.

Mr. Marathas reported that he has requested additional funding from DHCD due to the maintenance needs, however, also said that DHCD will require HHA to use reserves and then consider the request for additional capital funds.

Mr. Marathas reported that he would be revising the Capital Plan and resubmitting to DHCD for approval and also explained to the Board that revisions on Capital Plans are standard as the needs of housing authorities can and do change.

Mr. Marathas reported on the ongoing easement issue and distributed a license agreement prepared by legal counsel to the Board for their review and approval.

Commissioner Lauter made a motion, seconded by Commissioner Buhr, to approve the license agreement between the Hingham Housing Authority (the "Licensor") and James Randall ("Licensee") subject to DHCD approval. The motion passed unanimously.

Mr. Marathas then asked the Board for a motion to remove the current Executive Director as a signatory on all HHA bank accounts and to add himself as a signatory. The following motion was made:

Commissioner Suchecki made a motion, seconded by Commissioner Buhr, to remove Sharon Napier as a signatory from all HHA bank accounts and to add James Marathas as a signatory to the HHA bank accounts. The motion passed unanimously.

Mr. Marathas said he was working on a new logo for the HHA letterhead as well as uniforms and vehicles and distributed several designs to the Board for their review. Suggestions were made for a design similar to Thaxter Street apartments and also to change some of the coloring. Mr. Marathas said he would present new designs to the Board for their review and approval at February's Board Meeting.

## **Old Business**

Commissioner Lauter asked that a discussion of extending the current management contract be put on the February Board Meeting agenda.

Mr. Marathas said that the approval of the Capital Plan should also be included on the agenda for February.

At this point in the meeting, the Board joined the Affordable Housing Trust's meeting. Introductions between the AHTF and HHA Board members and staff took place.

Mr. Marathas talked about his experience working for DHCD as well as his position as Facilities Director and Executive Director for the Quincy Housing Authority. Mr. Marathas explained the services that the QHA can offer the HHA residents.

Commissioner Suchecki and Buhr both said they were looking forward to forming a working relationship with the Hingham Affordable Housing Trust Board as the missions of the HHA and the AHTF are similar in providing affordable housing to residents of Hingham.

Discussion was held regarding the Lincoln School Management contract as the expiration of the contract is nearing.

There being no further business, Commissioner Buhr made a motion, seconded by Commissioner Suchecki, to adjourn the HHA meeting. The motion passed unanimously and the HHA meeting was adjourned.

Respectfully submitted

Terry Champion  
Recording Secretary