



ASHLIE E. WOLF
Executive Director

EQUAL HOUSING OPPORTUNITY

SOUTHBRIDGE HOUSING AUTHORITY

60 CHARLTON STREET

SOUTHBRIDGE, MASSACHUSETTS 01550

(508) 765-5858 • (508) 764-7273 • FAX (508) 764-2574

Minutes of the Southbridge Housing Authority

Friday February 21, 2025 @ 12:00 PM

60 Charlton Street

8th Floor Community Room

Southbridge, MA 01550

Roll Call

Present:

Diane Servant, Chairperson
Paul Brown, Vice Chairperson
Jennifer Boilard, State-Appointee
June Lemire, Commissioner
Ashlie E. Wolf, Executive Director

Absent:

Gladys Proper, Commissioner

Other:

I. Call to Order

The meeting was called to order at 12:00 p.m. by Chairperson, Diane Servant.

1. After reviewing the Minutes of the January 17, 2025, meeting, Paul Brown Motioned to approve as presented. Seconded by June Lemire. One Abstained. Unanimous Vote.
2. Accounts Payable Review-January 18, 2025, through February 21, 2025, transaction register was reviewed and signed by all Commissioners in attendance. Info Only.
3. June Lemire Motioned to approve the Monthly Expense Reports for December 2024 & January 2025 as presented. Seconded by Paul Brown. Unanimous Vote.

II. A. Program Reports 667-705-689

1. Accounts Receivable Adjustments- January 2025– There was a total of (\$1530.00) in January 2025 for manual adjustments in the 667-1/2 Programs and no manual adjustments in the 705 Program. Info Only.
2. Vacancy Review- There are no vacancies in any of the SHA properties.
3. **Board Vote: Zeyco Construction, LLC as Lowest Responsible Bidder for Project 278080-Front Entry Deck and Walkway at Litchfield Ave.** -Paul Brown Motioned to approve Zeyco Construction, LLC as the Lowest Responsible Bidder in the amount of \$59,000.00 for Project 278080 Front Entry Deck and Walkway at Litchfield Ave. Seconded by June Lemire. Unanimous Vote.
4. **Board Vote: Avaan ASH LLC as Lowest Responsible Bidder for Project 278083-Cross Street Bathroom Upgrade.** June Lemire Motioned to approve Avaan ASH, LLC as the Lowest Responsible Bidder in the amount of \$48,500.00 for Project 278083, Cross Street Bathroom Upgrade. Seconded by Paul Brown. Unanimous Vote.

5. Board Vote: December 31, 2024, Quarterly Operating Statements for the 400-1 and 689-C Programs. – After reviewing the December 31, 2024, Quarterly Operating Statements for the 400-1 and 689-C Programs, Paul Brown Motioned to approve as presented. Seconded by June Lemire. Unanimous Vote.

6. The FY 2026 Annual Plan draft was reviewed with all Commissioners and tenants in attendance.

7. The FY 2026 Capital Improvement Plan drafty was reviewed with all Commissioners and tenants in attendance.

8. MRVP Memo was reviewed with all Commissioners in attendance.

C. Section 8 Program

1. There are no Section 8 Vouchers available.

D. Executive Director's Report

1. Updates:

A. The SHA has started the planning and preparation process for 667/705 Annual Rent Redeterminations, which will be effective for July 1, 2025.

B) Michelle spoke with one of the co-property owners about the unoccupied building on Charlon Street and she reported that she would be interested in selling. She needed some time to think about whether she would want the property to be used for parking and would reach back out.

C) The SHA is going to start the process of re-painting all of the stairwells at 60 Charlton Street.

D) The ED has had numerous discussions with the SPD Chief, and it was agreed that there has been no recent activity that warrants the SHA continuing to pay for weekend details at this time.

E. Chairperson's Announcements

1. Diane Servant thanked Paul Brown for covering the board meetings for her while she was ill.

2. Diane Servant expressed gratitude for the work that Mike G completes with cleaning the buildings and washing the floors.

3. Diane Servant asked the ED to look into the State Ethics tests to see when they were all last completed and update the Town Hall accordingly.

4. Diane Servant asked if religious or political materials can be placed on bulletin boards in the SHA properties. The ED informed her that all postings should run through the office and political/religious materials are prohibited.

F. Commissioner's Forum

1. Paul Brown wanted to thank Mike and Craig for their work during the snowstorms and it was much appreciated that they cleaned out between tenant cars.

2. Jennifer Boilard welcomed Diane Servant back from being sick.

3. June Lemire mentioned that she would not be able to attend the meeting that was scheduled for March 21, 2025. Paul Brown and Jennifer Boilard had conflicts that date as well, so it was agreed upon by all members present to reschedule the March 2025 meeting to March 28, 2025 at 11:00 am.

4. June Lemire reported that in the future, starting the monthly meetings at 11:00am would work better for her schedule and requested that the board consider a vote on the matter. Paul Brown Motioned to approve the change in time for the monthly Board Meetings to 11:00am. Seconded by June Lemire. Unanimous Vote.

G. Tenant Participation

There were four tenants in attendance. There was one community member, Mike Marketti, from the Town Council in attendance.

1. Mr. Marketti provided the SHA Board of Commissioners and the ED with information regarding low-cost internet services for the 667 Properties. He provided the ED with the link to fill out an inquiry to determine if the properties qualify. The ED will follow up with this.
2. Louise Cadarette inquired if all tenants would be receiving a tub cut out and the ED informed her that these cut outs are starting with the accessible units or as a Reasonable Accommodation.
3. Doris Albertson reported that her unit is one that leaks at the windows at times during heavy rainstorms.

June Lemire Motioned to adjourn. Motion was Seconded by Paul Brown. Vote was Unanimous by all Commissioners Present. There was no further business to come before this meeting of the Southbridge Housing Authority and the Chair declared the meeting to be adjourned.