

## North Adams Housing Authority

### Regular Meeting

April 25, 2022

1. The meeting was called to order at 4:19 P.M. Those present upon roll call were, Colin Todd, Leigh Uqdah, Richard Lavigne, Rosario Cantoni and Jennifer Hohn, Executive Director. Also in attendance were, Jason Morin, Stephen Narey, and Lisa Labonte. Kate Merrigan was absent.
2. Upon motion of Ms. Uqdah, seconded by Mr. Lavigne it was voted to adopt the minutes of the March 28, 2022 meeting. All members were in favor.
3. March Financial Report: Upon motion of Mr. Lavigne, seconded by Ms. Uqdah it was voted to accept the March financial report. All members were in favor.
4. Communications – Ms. Hohn reported that HUD approved the extension to have the fire units remain offline. Stephen Narey addressed questions brought to him by Colin Todd, Chairman regarding Open Meeting Law requirements.
5. Old Business
  - A. Tenants Account Receivable Update – Lisa LaBonte reported to the board that NAHA has recaptured approximately \$47,756 in back rent from RAFT payments and court agreements. There are pending RAFT applications in the amount of \$42,000.
  - B. RAD Conversion Update (offline units update) – There were no new updates since the previous meeting.
  - C. Fire Unit Progress – It was reported that the insulation is being completed this week and siding is being put on.
  - D. Dojo Installation Progress – Jason Morin reported that everything is moving along as it should.
6. New Business –
  - A. FY'21 Annual Audit Update - Ms. Hohn reported that she expects the draft audit within a week.
  - B. NAHA Revised Personnel Policy/Salary Comparable Step Schedule – Upon motion of Mr. Lavigne, seconded by Mr. Cantoni it was voted to adopt the NAHA Revised Personnel Policy/Salary Comparable Step Schedule making all suggested salaries effective for April 25, 2022. All members were in favor.

- C. Building Security Options – Members of the board were informed that NAHA was looking into hiring a security firm for hours the office is not open and that there was one quote but were waiting for two more.
  
- D. Window and Building Power Washing Contract – Upon motion of Mr. Lavigne, seconded by Mr. Cantoni it was voted to award the window and building power washing contract to Cliff Hangers. All members were in favor.

Upon motion of Mr. Lavigne, seconded by Ms. Uqdah it was voted to adjourn. Meeting adjourned at 5:00 P.M.