

**HOLYOKE HOUSING AUTHORITY
REGULAR BOARD MEETING
Thursday August 8, 2024 at 5:00 PM
475 Maple Street, Holyoke, MA**

AGENDA:

1) To approve minutes: June 6, 2024

A) RESOLUTIONS:

1. Churchill Homes Exterior Improvements Contract Closeout

- To approve the Certificates of Substantial and Final Completion.

2. Award of the Housing Authority Legal Services Contract

- To approve the award of the three-year contract for legal services with an option, in HHA's sole discretion, to renew for a period of up to two additional one-year terms, to Attorney Priscilla F. Chesky of Lyon & Fitzpatrick, LLP.

3. Award of the Laundry Services Contract

- To approve the award of the contract for Coin Operated Laundry Facility Services for the five (5) year term to Automatic Laundry Services Co., Inc. contingent upon HUD approval.

4. Approve Travel to the the Nuts & Bolts of HUD Accounting September 20-22, 2024

- To approve travel for the Junior Accountant to Philadelphia, PA to attend the Nuts & Bolts of HUD Accounting September 20-22, 2024.

5. Approve Travel to ENUG

- To approve travel for up to three staff members to the Emphasys National Users Group (ENGAGE 2024) Conference in Dallas, TX November 3rd to the 6th 2024.

6. Approve 2nd Quarter Write offs

- To approve Federal (\$2,518.61) and State (\$670) 2nd Quarter Write-Offs totaling \$3,188.61

B) CURRENT ISSUES REPORTS (open for discussion)

- 1) Maintenance/Admissions
- 2) Modernization Report
- 3) Development Report
- 4) Finance Department Report
- 5) Resident Services Report
- 6) Leased Housing
- 7) MIS Department
- 8) Senior Property Manager Report
- 9) Human Resources Report
- 10) Legal Update

C) EXECUTIVE SUMMARY

D) NEW BUSINESS

E) EXECUTIVE SESSION

- Property Acquisition

F) ADJOURN

The listing of matters is those anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.