



HOLYOKE HOUSING AUTHORITY

475 Maple Street, Suite One

Holyoke, MA 01040-3798

Phone 413-539-2220, Fax 413-539-2227, T.D.D. 1-800-545-1833 Ext. 510

An Equal Opportunity / Affirmative Action Agency

NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN IN ACCORDANCE WITH SECTIONS 18-25 OF MGL CHAPTER 30A OF THE GENERAL LAWS

THAT THE MEETING OF THE MEMBERS OF THE BOARD OF THE HOLYOKE HOUSING AUTHORITY WILL BE HELD AT:

HOLYOKE HOUSING AUTHORITY

FALCETTI TOWERS COMMUNITY ROOM

VIA ZOOM MEETING

Register in advance for this meeting:

<https://us02web.zoom.us/join/zoom/register/tZAqcOqppzljG9QI5kRREhRpdZWYXdXC6svt>

or go to www.holyokehousing.org

AFTER REGISTERING, YOU WILL RECEIVE A CONFIRMATION EMAIL CONTAINING INFORMATION ABOUT JOINING MEETING

475 MAPLE STREET

HOLYOKE, MA 01040

THURSDAY DECEMBER 10, 2020 AT 6:00 PM

IN THE CITY OF HOLYOKE, MASSACHUSETTS

**HOLYOKE HOUSING AUTHORITY
SPECIAL BOARD MEETING**

Via Zoom

Register in advance for this meeting (click below)

[https://us02web.zoom.us/meeting/register/tZAqcOqqpzljG9Ql5kRREhRpdZWYXdXC6svt](https://us02web.zoom.us/join/9118664433)

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**Thursday December 10, 2020 at 6:00 pm
475 MAPLE STREET, HOLYOKE, MA 01040**

AGENDA:

- 1) To approve minutes: November 5, 2020
- 2) Presentation by Fee Accountant, Teresa Ewald on Budgets.
 - Approve 2021 Budgets
- 3) **EXECUTIVE DIRECTOR REPORT**
 - A) **RESOLUTIONS**
 - 1) **Fee Accountant Services**
 - To award the contract for Fee Accountant Services for the period of January 1, 2021 through December 31, 2022 to Fenton, Ewald & Associates in the amount of \$147,624.
 - 2) **Legal Services, Mixed Finance Transactions**
 - To award the mixed finance legal services for a three (3) year contract with an option, in HHA's sole discretion, to renew for two additional one year terms, to the firms, Ballard Spahr LLP and KJP Partners LLP, for a not-to-exceed annual fee of \$70,000, respectively.
 - 3) **2021 Utility Allowances**
 - Authorize the HHA to apply the 2021 recommended utility allowances effective January 1, 2021 for all moves and February 1, 2021 for all annual recertifications.
 - 4) **Bid for Pest Control Services including Bedbugs**
 - Award the contract for Pest Control and Bedbug Extermination Services to Westboro Pest & Bee Control in the amount of \$58,800 for pest control services

and bed bug extermination per service fees of \$50 per inspection, \$150 (1BR), \$200 (2BR), \$250 (3BR), and \$300 (4BR) per initial treatment, \$0 per follow up treatments and a \$0 fee if the resident is not prepared for the 2 year contract, commencing January 1, 2021.

5) Central Maintenance Facility – Office Renovations Project

- To approve Change Order No. 1 extending the time for completion 60 days to March 5, 2021.

6) Internal Control Policy

- Adopt a written revised Internal Control Policy

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) Legal Update

C) EXECUTIVE SUMMARY

D) NEW BUSINESS

E) EXECUTIVE SESSION

- Union Contract

F) ADJOURN

The listing of matters are those reasonably 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.