



## 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 REGULAR 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:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83934818896?pwd=SXU1a3ZlNzFJRHovWFFvUWdGOVpndz09>

Meeting ID: 839 3481 8896

Passcode: 295183

or go to [www.holyokehousing.org](http://www.holyokehousing.org)

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

**475 MAPLE STREET**

**HOLYOKE, MA 01040**

**THURSDAY APRIL 6, 2023 AT 6:00 PM**

**IN THE CITY OF HOLYOKE, MASSACHUSETTS**

**HOLYOKE HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**Via Zoom**

**Register in advance for this meeting (click below)**

<https://us02web.zoom.us/j/83934818896?pwd=SXU1a3ZlNzFJRHovWFFvUWdGOVpndz09>

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**Thursday April 6, 2023, at 6:00 pm  
475 Maple Street, HOLYOKE, MA 01040**

**AGENDA:**

1) To approve minutes: February 23, 2023

2) **EXECUTIVE DIRECTOR REPORT**

**A) RESOLUTIONS**

1. **Nuts & Bolts of HUD Accounting-Philadelphia, PA**

- To approve travel for Accountant, Mark Zachery, to attend the Nuts & Bolts of HUD Accounting September 20 – 22, 2023 in Philadelphia, PA.

2. **Boiler Improvements – Beaudoin Village**

- To approve change Order No. 1 with a zero-cost contract change and increasing the time for completion 14 days, from February 17 to March 3, 2023.
- To approve the Certificates of Completion and bring project to a close.

3. **Toepfert Apts. Modernization Improvements (15 North Summer; 22 North Summer 2A, 2C, 3A; 36 North Summer 3D)**

- To approve change order No. 2 crediting the contract amount (\$2,206.73) decreasing the total contract amount from \$1,477,713 to \$1,475,506.27 and extending the time for completion 14 days.
- To approve the Certificate of Substantial Completion and initiate the closeout process.

4. **Beautification**

- To award the contract for Beautification, to the lowest responsive, responsible bidder, JAM Corporation, in the amount of \$335,600.

5. **State Modernization – Project 137095 Replace Central Air System, Congregate House**

- To award the Congregate House Central Air Replacement project to the lowest responsive, responsible bidder, Thielsch Engineering, Inc., in the amount of \$295,000, contingent upon DHCD approval.

6. **1<sup>st</sup> Quarter Write-Offs**

- To approve Federal 1<sup>st</sup> Quarter Write-Offs in the amount of \$826.97
- To approve State 1<sup>st</sup> Quarter write-Offs in the amount of \$0
- To approve 1<sup>st</sup> Quarter Write-Offs in the total amount of \$826.97

**7. Holyoke boys & Girls Golf Tournament**

- To approve sending a foursome to participate in the HBGC Bruce Thompson Memorial Golf Tournament.

**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**

- Executive Director expenditures
- MMDT Transfer

**E) EXECUTIVE SESSION**

**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.*