



Board of Commissioners

Monthly Meeting Agenda

August 17, 2023 – 1:00 PM – 630A Plantation Street
Call in number (657) 220-3242 Access Code: 184-148-855

Note: Proceedings of this meeting are being audio recorded. Please shut off all electronic devices.

1. PROCEDURES

- a. Roll Call
- b. Notice to City Clerk
- c. *Approval Request:* Approval of the Minutes from June 15, 2023, Regular Meeting
- d. *Approval Request:* Approval of the Minutes from July 20, 2023, Special Meeting

2. CORRESPONDENCE

- a. Notifying the Board of the approval letter from the Department of Housing and Urban Development for the revised Annual Plan submission for FY23 beginning April 1, 2023
- b. Notifying the Board of Boston Capital's Lakeside Project Presentation for the meetings held in July for the residents and the neighborhood community
- c. Notifying the Board of the letter from the Department of Housing and Urban Development for the Section 8 Management Assessment Program.

3. FINANCE

- a. Financial Statements through May and June, 2023
- b. Status Report: For Q1 Federal and State Write-offs related to tenant Accounts Receivable for the 3 months ending June 30, 2023.
- c. *Approval Request:* For the Accounts Payable tenant Write-offs
- d. *Approval Request:* For the Federal & State Accounts Receivable tenant Write-offs

4. ADMINISTRATION

- a. Status Report: Admissions
- b. Status Report: Property Management
- c. Status Report: Leased Housing
- d. Status Report: Family & Resident Services
- e. Status Report: Public Safety
- f. Status Report: Human Resources
- g. *Approval Request:* To update the Procurement Policy and Procedures
- h. *Approval Request:* For the award recommendation relative to contracting for Security Services
- i. *Approval Request:* For the issuance of Project-Based Vouchers under the Housing Choice Voucher Program for Project-Based Assistance for Homeless Individuals.

5. MAINTENANCE, MODERNIZATION, and DEVELOPMENT

- a. Status Report: Maintenance
- b. Status Report: Modernization
- c. Status Report: New Projects & Development
- d. *Approval Request:* For Change Order No. 2 to our contract with Poulin Construction, Inc. for the 2022-66 600A Mill Street Renovations at MA 12-7 Mill Pond Extension.
- e. *Approval Request:* For the award recommendation to contracting for Lock Products.
- f. *Approval Request:* To award the construction contract for the Great Brook Valley Office Renovation project at MA 12-1 to Cornerstone Building Services of Holyoke, MA.
- g. *Approval Request:* To award the construction contract for the Bathroom Fan Upgrades project at MA 12-1 Great Brook Valley Gardens

6. **CHIEF EXECUTIVE OFFICER**
 - a. Status Report: CEO Report
7. **TENANT PARTICIPATION / EMPLOYEE RECOGNITION**
8. **ADJOURNMENT**