



**82 Lincoln Street  
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**RECEIVED**  
*By City Clerk at 4:58 pm, Jun 18, 2024*

**Amy Zarechian  
Executive Director**

June 17, 2024



### NOTICE OF BOARD MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 as amended of the General Laws that the Regular Session of the Newton Housing Authority Board of Commissioners is scheduled as a virtual Zoom meeting on Friday, June 21, 2024 at 8:00am accessed by the following link:

<https://us02web.zoom.us/j/87581134266?pwd=QRQFhpTVFN3hMwquqRgsGwTHEPVbiQ.1>

Meeting ID: 875 8113 4266

Passcode: 509792

Dial by your location

+1 929 205 6099 US (New York)

Find your local number: <https://us02web.zoom.us/u/kdJxt1xUrF>

**Amy Zarechian  
Executive Director/Secretary**

**Newton Housing Authority**  
**82 Lincoln Street**  
**Newton Highlands, MA 02461**  
Amy Zarechian, Executive Director

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**BOARD MEETING AGENDA**  
**Regular Session**  
**June 21, 2024 8:00am**

1. Consent Agenda
  - A) Vote to approve April 2024 Disbursement Report
  - B) Vote to approve May 2024 Disbursement Report
  - C) Vote to approve Regular Session minutes – April 12, 2024
2. Welcome to Don Siegal
3. Q1 Quarterly Report Ending March 31, 2024 with James Griffin of Gordon Griffin, LLC
4. FY23 Audit Presentation with Mike Guyder of Marcum LLP
  - A) Vote to accept FY23 Audit Report
5. Capital Improvement Votes
  - A) Vote to approve the Annual Service and Maintenance Flooring Contract with **MassFloors, Inc.**, 500 Grossman Drive #1003, Braintree, MA in the amount of \$111,460 per year with a possible extension of two one-year contracts at the discretion of the Authority in the amount of \$334,380.
  - B) Vote to approve the Annual Elevator Service and Maintenance Contract with **United Elevator Corp.**, 150 Recreation Park Drive, Ste 8, Hingham, MA in the amount of \$149,500 per year with a possible extension of two one-year contracts at the discretion of the Authority in the amount of \$448,500. The total annual amount represents an actual cost of \$21,500 for required/scheduled elevator inspections with a possible additional cost of \$138,000 for unscheduled maintenance and repairs.
  - C) Vote to approve a Contract with **Jupiter Electric, Inc.**, 142B Lafayette Road, Salisbury, MA, for Fire Alarm Replacements (FISH 211109) located at Centenary Village, Echo Ridge, New Hyde Development, and Walnut Street, in the amount of \$649,900. This project is funded with ARPA monies.
  - D) Board vote to allow the Authority to enter into a Letter of Intent for Solar Power Purchase Agreement at Horace Mann Development.
6. Vote to approve Executive Search Consultant in an amount not to exceed \$40,000.
7. Vote to authorize Beatrice Flores, Director of Administration, authority to sign leases and other tenant documents for the NHA.
8. Vote to approve Beatrice Flores, Director of Administration, as an additional signatory on checks.
9. Vote to approve Beatrice Flores, Director of Administration, as signatory on HAP contracts.
10. Vote to approve Hamilton Grove Tenant Selection Plan and EIV Policies & Procedures.

<u>Old Business</u>	<u>Action</u>
CPC Meeting	Update
Haywood House	Update

<u>New Business</u>	<u>Action</u>
NHA Staffing	Update
Board Governance	Update