



**82 Lincoln Street  
Newton Highlands, Massachusetts 02461**

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**Amy Zarechian  
Executive Director**

December 6, 2024

**RECEIVED**

**By City Clerk at 12:29 pm, Dec 06, 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, December 13, 2024 at 2:00pm accessed by the following link: <https://us02web.zoom.us/j/85764878722>

Meeting ID: 857 6487 8722

Dial by your location  
+1 929 205 6099 US (New York)

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**  
**December 13, 2024 2pm**

1. Consent Agenda
  - A) Vote to approve November 2024 Disbursement Report
  - B) Vote to approve November 8, 2024 Regular Session Minutes
  - C) Vote to approve November 22, 2024 Special Session Minutes
  
2. After following all appropriate procurement procedures and careful review and study by the Staff of the Authority, NHA management recommends approval of the following capital improvement votes:
  - a) Vote to approve a contract for Mike’s Construction Co., 332 Mason Road, Dudley, MA for the renovations to be performed at 390 Newtonville Ave, CLN House, for the base bid of \$87,000 and Alternate no.1 bid of \$14,200, for a total contract price of \$101,200. The project is being partially reimbursed by CDBG funds provided by the City of Newton in the amount of \$100,000.
  
  - b) Vote to approve a contract for EFPR Group CPAs for Financial Statement Auditing and Agreed Upon Services for an initial one year term with the option to renew for a 4 year period at the discretion of the Authority beginning with year ending December 31, 2024 through December 31, 2025. The contract is as follows:
    - i. 

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
b. Financial Statement audit:	\$ 30,600	31,700	32,800	33,900	35,100
c. Agreed Upon Procedures:	4,500	4,500	4,500	4,500	4,500
d. Total:	35,100	36,200	37,300	38,400	39,600
  
    - e. Costs are all-inclusive fees and include report reproduction costs and similar expenses (travel, postage, phone, etc.)
  
  - c) Vote to approve a contract for TM Construction Management, 151 Mystic Ave., Medford, MA for the renovations of 20 Carter Street, FISH 211119 in the amount of \$162,440. The project is a complete renovation of the unit including mold remediation.
  
  - d) Vote to approve the Certificate of Substantial Completion for Aegean Builders LLC for exterior repairs and painting of 515 Walnut Street, FISH 211115. The date of substantial completion is August 1, 2024.
  
  - e) Vote to approve the Certificate of Final Completion for Aegean Builders LLC for the exterior repairs and painting of 515 Walnut Street, FISH 211115. The date of final completion is October 1, 2024. The final contract cost with approved change orders is \$159,577.76. (\$147,000 is the original contract price).
  
3. Vote to approve FY 2025 Budget
  
4. Haywood House financials discussion- vote to approve FY 2025 Budget
  
5. Executive Director transition

<u>New Business</u>	<u>Action</u>
2025 Lunar New Year	Announcement

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