

**DARTMOUTH HOUSING AUTHORITY**

**2 ANDERSON WAY**

**NORTH DARTMOUTH, MA 02747**

**REGULAR BOARD MEETING**

**MONDAY, JANUARY 14, 2013**

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DARTMOUTH TOWN CLERK

The Regular Board Meeting of the Dartmouth Housing Authority was called to order at Sol-E-Mar at 2:05 p.m. by Wayne Whalley. Those in attendance and constituting a quorum included Elaine Lancaster, Sam Jonsson, Maria Connor, Constance Desbiens, Executive Director, Kerrie Bosse, Kris from The Chronicle and a few tenants were also in attendance. Chairman Christopher Markey was excused.

The pledge of allegiance was lead by Wayne Whalley.

The Treasurer's Report was presented as follows:

**Balances:** 667-1 - \$127,081.34; 667-2 - \$237,575.41; Local Programs - \$13,393.03; S.E.M. - \$200,710.98; Revolving - \$2,957.37

**Bills Paid:** 667-1 - \$18,029.13; 667-2 - \$41,715.16; S.E.M. - \$15,024.32  
(all on-line transfers) Local Programs - \$1,204.10

Connie presented plaques' to Wayne Whalley, Elaine Lancaster and Maria Connor for completion of their Board training, a picture was taken for The Chronicle.

Communications included the Mass NAHRO Newsletter which was previously emailed to the Board. Also, Connie read an audit letter from Thomas Flaherty in which it states that the only finding was that the ownership of deed for the O'Connor-Sisson house was not listed as an acquisition. Copies of MASS NAHRO's Reform Plan were given to the Board for their information.

The Executive Director reported on the following items: (the Board was given an outline of this report for easier access to the information given).

There is one vacancy at Munroe Terrace which will be filled by the end of the month. The waiting list consists of approximately 1 emergency, 11 elderly residents, one with veterans' preference, 9 non-elderly residents and 19 non-resident elderly and 17 non-elderly non-residents.

The Executive Directors evaluation still needs to be done, also requesting an extension on current contract, to be discussed under New Business.

The Maintenance Garage at Solemar is having the plumbing and finish work done.

The lighting at Munroe Terrace was discussed and noted that the area between the Administrative Building and Building #3 would have a light installed this week.

There was an article in the Boston Globe in regards to the Governor's Council and how he would like to have the changes in place by July, 2014.

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The budgets have been approved for FY2013; need to sign Lead Certification and Schedule of Positions and Compensation Form.

Under New Business Connie asked that her contract extension be put on the Agenda for February's meeting, in Executive Session.

Under Old Business the windows at Solemar were discussed, Phase 2 will be going out for bid shortly. We will need a vote to mandate "a proprietary specification of the same Lockheed window used in the first phase for ease of ongoing maintenance and stockpile of replacement". Also, would like to request that we use operating funds to finish all of the windows, to be voted on.

All 16 waivers were granted for the O'Connor-Sisson House, so the zoning is now done. The candidates for the Designer Selection Committee have been selected and will be forwarded to DHCD for final approval by February 20th. The RFQ's for Architectural Services are going out (35+) with a deadline of January 23rd. After the reviews and reference checks, the DSC will interview and make a recommendation to the Non-Profit at a meeting scheduled for March 1st. At that time, Connie would like to place a news story article in the Standard Times and "Chronicle".

There was no Tenant Input.

A motion was made by Elaine Lancaster and seconded by Sam Jonsson to approve the Minutes of the November 5, 2012 meeting. The Board voted unanimously.

A motion was made by Maria Connor and seconded by Elaine Lancaster to accept the cash disbursements and invoices for the Revolving and Development accounts for December, 2012 and January, 2013. The Board voted unanimously.

A motion was made by Sam Jonsson and seconded by Maria Connor to accept the Executive Director's Report as presented. The Board voted unanimously.

A motion was made by Maria Connor and seconded by Elaine Lancaster to require the same "Lockhead" windows be used in the remaining buildings at Solemar. The Board voted unanimously.

A motion was made by Elaine Lancaster and seconded by Maria Connor to use operating funds in the amount of \$20,000 to \$25,000 to finish the windows at Solemar. The Board voted unanimously.

There being no further Old or New Business to be brought before the Board, a motion was made by Maria Connor and seconded by Elaine Lancaster to adjourn this meeting at 2:55 p.m. The Board voted unanimously.

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The next regular meeting of the Dartmouth Housing Authority will be held on Monday, February 11, 2013 at 2:00 p.m. at Munroe Terrace.

Respectfully submitted,

Constance Desbiens  
Executive Director

**VOTED AND APPROVED BY THE BOARD ON 2/19/2013**