

**DARTMOUTH HOUSING AUTHORITY  
2 ANDERSON WAY  
NORTH DARTMOUTH, MA 02747  
REGULAR BOARD MEETING  
MONDAY, SEPTEMBER 14, 2015**

The Regular Board Meeting of the Dartmouth Housing Authority was called to order at Monroe Terrace at 2:05 p.m. by Chairman Elaine Lancaster. Those in attendance and constituting a quorum included Wayne Whalley, Maria Connor, Constance Desbiens, Executive Director, Tom Joy, Fee Accountant and Kerrie Bosse. Sam Jonsson was excused.

The pledge of allegiance was lead by Elaine Lancaster.

The communications consisted of the Mass NAHRO Paper, Resignation from Raymond Souza and letter from Carolyn Hamel from the Smith-Mills Church.

The Treasurer's Report was presented as follows:

**Balances:** 667-1 - \$136,738.64; 667-2 - \$242,304.68; Local Programs - \$41,987.41; S.E.M. - \$2,098,717.45; Revolving - \$31,066.09  
**Bills Paid:** 667-1 - \$12,494.28; 667-2 - \$30,632.53; S.E.M. - \$9,254.32  
Local Programs - \$1,706.98 (all on-line transfers).

Tom Joy presented the FY2016 Budget with Year End Reports.

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 no vacancies at this time. The waiting list is as follows; 1 Emergency, 2 Transfers, 6 Elderly Veteran residents, 6 Elderly Residents, 18 non-elderly residents, 27 elderly non-residents and 29 non-elderly non-residents.
- Maintenance; painting of last building at Sol-e-Mar and working on Capital Plan projects: i.e. sign, bathroom tub surrounds and floor in community center and pave visitor parking lot, sidewalk behind building 8 and also one roof at Munroe Terrace.
- Section 8 Clerk: received 7 resumes, interviewed 5 and 3 will be given a second interview on 9/16.
- Accident: occurred on 8/15/2015 when motorist hit telephone pole that tore out the wiring to SEM. Submitted bills totaling \$10,104.91 to insurance company.
- Staff Incentive Pay: in the past we have done this. \$500/\$500/\$250. Also, raise the inspection stipend from \$50 to \$60 per month.

**NEW BUSINESS:**

- A. Budget: signing of year end reports and discussion of budgets (including stipend and incentive pay).
- B. Any further discussion of Director's Report.
- C. Board Member vacancy-letter sent to Mr. Souza thanking him for his time and efforts, also letter to Governor requesting direction on new Board member.(State Appointee or Resident)
- D. Any New Business legally brought before the Board.

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**OLD BUSINESS:**

Vacation Request Policy and Disposition Policy to be put into Management Plan.  
Update on O'Connor-Sisson House: Send thank you notes to Bay Coast and Paul at the DPW for the help with the groundbreaking.

**TENANT INPUT:**

A tenant asked why there were no ceilings on the first floor, it allows the rain and snow to come through the slats of the floor. A request was made to have a ramp put on the back of one of the apartments, will be put on Agenda for next month. Also, a request to have the tree in front of building 3 looked at to see if anything can be done with the mushrooms.

**VOTES:**

A motion was made by Wayne Whalley seconded by Maria Connor to approve the Minutes of August 10, 2015 Meeting. The Board voted unanimously.

A motion was made by Wayne Whalley and seconded by Maria Connor to approve the Revolving check registers for September, 2015. The Board voted unanimously.

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

A motion was made by Wayne Whalley and seconded by Maria Connor to accept the FY2016 Budgets for 400-1 and 667-A as presented, as well as the stipend increase and incentive pays. The Board voted unanimously.

A motion was made by Wayne Whalley and seconded by Maria Connor to accept the Vacation Request Policy. The Board voted unanimously.

A motion was made by Maria Connor and seconded by Wayne Whalley to accept the Disposition Policy. The Board voted unanimously.

A motion was made by Wayne Whalley and seconded by Maria Connor to allow the Smith-Mills Church to use the parking area across from the church on September 26th for a church function. 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 Wayne Whalley to adjourn the meeting at 3:25 p.m. The Board voted unanimously.

The next regular meeting/budget meeting of the Dartmouth Housing Authority will be held on October 19, 2015 at Solemar at 2:00 pm.

Respectfully submitted,

Constance Desbiens, PHM, MPHA  
Executive Director

**VOTED AND APPROVED BY THE BOARD ON 12/14/2015**