

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

The Regular Board Meeting of the Dartmouth Housing Authority was called to order at Solemar at 2:00 p.m. by Chairman Elaine Lancaster. Those in attendance and constituting a quorum included Wayne Whalley, Maria Connor, Constance Desbiens, Executive Director, Kerrie Bosse and several tenants. Sam Jonsson was excused.

The pledge of allegiance was lead by Elaine Lancaster.

The communications consisted of the Mass NAHRO Paper.

The Treasurer's Report was presented as follows:

Balances: 667-1 - \$127,617.08; 667-2 - \$248,071.45; Local Programs - \$65,728.17; S.E.M. - \$2,099,502.41; Revolving - \$43,460.02
Bills Paid: 667-1 - \$8,132.24; 667-2 - \$16,911.79; S.E.M. - \$15,182.05
Local Programs - \$1,491.25 (all on-line transfers).

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 are two vacancies at Solemar and one at Munroe Terrace. The waiting list is as follows; 1 Emergency, 4 Transfers, 8 Elderly Veteran residents, 6 Elderly residents, 18 non-elderly residents, 27 elderly non-residents and 29 non-elderly non-residents.
- Maintenance: Keeping up with vacancies both here and at Swansea and getting ready for winter season. Capital work at SEM will continue after the New Year with the first phase of vanities and lights in both living and bed rooms.
- Section 8 Clerk: The young lady that we hired did not work out (not a good fit for the job). We have hired a temporary part-time Section 8 retiree from NBHA. She will work during the time that it takes to go through the hiring process again.
- Audit: Tom Flaherty did our one-time audit for FY2015; there were no findings. He is finishing up our mandated AUP State Audit. DHCD also was on site on 12/3 to do our Section 8 New Construction Management Review. There were no real issues; a full report will be coming to us.
- SEMAP: Our Federal rating system was received and we scored 100%.
- Budgets: Have not been received/approved as of yet.
- Holidays: Reminder of Coastline Party on the 15th and the DTA Brunch on the 19th. Permission to close the office on Christmas Eve but will be open for ½ day on New Year's Eve.

BOARD MEETING (Cont)
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NEW BUSINESS:

- A. Any further discussion of Director's Report-None
- B. Discussion regarding Smith-Mills Preschool Emergency Plan-New Director met with Connie to discuss plan as it appears in Handbook. We will develop an MOU to reflect DHA's plan with Town.
- C. Any New Business legally brought before the Board-None.

OLD BUSINESS:

- A. Discussion regarding schedule as it pertains to Sam Jonnson. Sam can make meetings on Monday from January through May.
- B. Any Old Business legally brought before the Board-NONE

TENANT INPUT:

A discussion was held regarding forming an LTO at Solemar. Connie will get in touch with Jack Cooper and he will walk the tenants through the process of bylaws. Connie has addressed with electrician connecting outlets to the generator for the community center. The shrub on the corner of the community center needs to be trimmed back.

VOTES:

A motion was made by Wayne Whalley seconded by Maria Connor to approve the Minutes of September 14, 2015 and November 9, 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 December, 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 request of Solemar to form an LTO. The Board voted unanimously.

A motion was made by Wayne Whalley and seconded by Maria Connor to close the office on Christmas Eve and half day on New Year's Eve. 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 2:30 p.m. The Board voted unanimously.

BOARD MEETING (Cont)
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The next regular meeting/budget meeting of the Dartmouth Housing Authority will be held on January 11, 2016 at Munroe Terrace at 2:00 pm.

Respectfully submitted,

Constance Desbiens, PHM, MPHA
Executive Director

VOTED AND APPROVED BY THE BOARD ON 1/11/2016