

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY

600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
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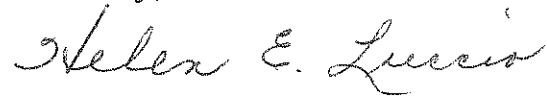
NOTICE OF REGULAR MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Regular Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on October 13, 2010 at 1:00 p.m.

Sincerely,



Helen E. Luccio
Executive Director

RECEIVED

OCT 08 2010

TOWN CLERK

AGENDA

OCTOBER 13, 2010

1. Meeting to Order 1:00 p.m.
2. Minutes of September 8, 2010 Regular Meeting
3. Bills
4. Old Business
 - a. Capital Fund Grants – Maple Lane Windows Phase II
 - b. State Budgets - Votes
 - c. State Audit
 - d. Vacancies
 - e. Affordable Housing
 - f. Other
5. New Business
 - a. BC Stewart & Associates FY 2011 Contract
 - b. Sick Time Policy
 - c. Other

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Regular meeting of the Medway Housing Authority will be held at 1:00 p.m. o'clock on October 13, 2010 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

10/07/10

Month Day Year

By: Helen E. Luccio

Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING

(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on October 13, 2010 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 7th Day of October, 2010.

Helen E. Luccio
Secretary

MINUTES OF OCTOBER 13, 2010
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, October 13, 2010 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. The following members were in attendance: Mr. Matondi, Mr. Ferrari, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio, Assistant Director Sheila Souza and Social Worker Pauline Russo were also in attendance.

Chairman Matondi called the meeting to order and asked the members if any changes were to be made in the minutes that were mailed to them. There being no changes, the minutes of the September 8, 2010 Regular Meeting were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Sixty (60) checks totaling \$82,817.50 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

HUD Money Market – One (1) check totaling \$2,640.18 was approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

689-2 Checking Account - One (1) check totaling \$1,000. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grants – Maple Lane Windows – E.D. Luccio reported that seven (7) bids were received at the bid opening held on September 30, 2010 and Antonelli Construction Co. was the low bidder.

The following motion was made by Mr. Matondi and seconded by Mrs. Slack.

“That the Medway Housing Authority accept the bid from Antonelli Construction Co., Inc. in the amount of \$74,123. for the Maple Lane Window Replacement Project - Phase II and authorize E.D. Luccio to sign the contract.”
The vote was as follows:

AYES

Michael F. Matondi
Robert D. Ferrari
Mary C. O'Leary
Helen T. O'Donnell
Alison T. Slack

NAYS

None

b. State Budgets – The 400-1, 689-1, 689-9 and MRVP budgets were FY 2011 were reviewed, discussed and approved. The votes are attached.

Mr. Ferrari suggested that the Authority have Alternatives Unlimited sign a maintenance checklist for 248 Village Street.

c. State Audit – E. D. Luccio reported that the audit is going smoothly.

d. Vacancies – Maintenance is working on 32 Lovering Heights and will have 9C Kenney Drive and 106 Maple Lane to renovate.

e. Affordable Housing – Mrs. Slack gave a report on the Community Preservation Committee and information about Question 2 on the ballot about Chapter 40B. The Walker Street property open house is on Sunday, October 17th at 2:00. This property was officially added to the affordable housing inventory list.

New Business

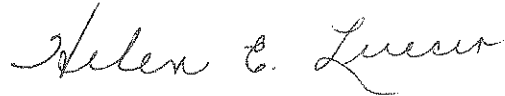
a. BC Stewart & Associates – E.D. Luccio signed the technical assistance contract for fy 2011 contract not to exceed \$6,000.

b. Sick Time Policy – E.D. Luccio said the maintenance men want to be able to donate sick time, but the Authority does not have a policy. She will check with other authorities to find a model policy and if they have a buy back on sick time if an employee retires or terminates.

The November Regular Meeting of the Medway Housing Authority Will be held on November 10, 2010 at the Management Office at 1:00 p.m.

The October 13, 2010 Regular Meeting of the Medway Housing Authority
Adjourned at 1:50 p.m. upon the motion of Mrs. O'Leary and seconded by
Mrs. O'Donnell.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director and
Secretary