

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  
FAX (508) 533-3402

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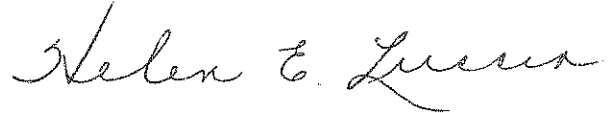
NOTICE OF REGULAR MEETING

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 November 10, 2010 at 1:00 p.m.

Sincerely,



Helen E. Luccio  
Executive Director

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 November 10, 2010 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

11/5/10  
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 November 5, 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 5th Day of November, 2010.

Helen E. Luccio  
Secretary

## AGENDA

NOVEMBER 10, 2010

1. Meeting to Order 1:00 p.m.
2. Minutes of October 13, 2010 Regular Meeting
3. Bills
4. Old Business
  - a. 2010 Capital Fund Grant – Maple Lane Windows Phase II
  - b. State Audit
  - c. Vacancies
  - d. Affordable Housing
  - e. Other
5. New Business
  - a. Sick Policy - Vote
  - b. Other

MINUTES OF NOVEMBER 10, 2010  
REGULAR MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, November 10, 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 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 October 13, 2010 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

Bills

Revolving Account – Fifty-five (55) checks totaling \$73,518.86 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

HUD Money Market – One (1) check totaling \$1,467.32 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 Grant - Maple Lane Windows – E.D. Luccio said that Antonelli Construction Co., Inc. is scheduled to start the window replacement project on Monday, November 15<sup>th</sup> and will be finished on Friday, November 19<sup>th</sup>.

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

c. Vacancies – Maintenance is working on 9C Kenney Drive and 106 Maple Lane. E.D. Luccio received an estimate from Kang Associates in the amount of \$21,000 for repairs that have to be done at 106 Maple Lane. She said she might take the unit offline while the work is being done.

Mr. Ferrari arrived at 1:10 p.m.

d. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee.

New Business

a. Sick Leave Policy – The following motion was made by Mrs. Slack and seconded by Mrs. O’Leary. “That the Medway Housing Authority accept the attached Sick Leave Policy as written.”

AYES

Michael F. Matondi  
Robert D. Ferrari  
Mary C. O’Leary  
Alison T. Slack

NAYS

None

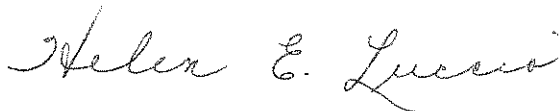
Mr. Ferrari asked E.D. Luccio to check with other Authorities to see what happens to sick leave if an employee retires or terminates.

b. Holiday Hours - Upon the motion of Mrs. Slack and seconded by Mrs. O’Leary, the Board unanimously voted to give E.D. Luccio and her staff the the following days off: Friday, November 26, 2010, Friday, December 24, 2010 and Friday, December 31, 2010.

The December Regular Meeting of the Medway Housing Authority will be held on December 8, 2010 at the Management Office at 1:00 p.m.

The November 10, 2010 Regular Meeting of the Medway Housing Authority Adjourned at 1:34 p.m. upon the motion of Mrs. Slack and seconded by Mr. Ferrari.

Respectfully submitted,



Helen E. Luccio  
Executive Director and  
Secretary