

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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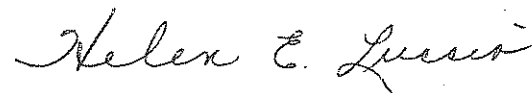
NOTICE OF REGULAR MEETING

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
December 8, 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 December 8, 2010 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

12/2/10
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 December 2, 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 2nd Day of December, 2010.

Helen E. Luccio
Secretary

AGENDA

DECEMBER 8, 2010

1. Meeting to Order 1:00 p.m.
2. Minutes of November 10, 2010
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant – Maple Lane Windows
 - b. Sick Leave Policy
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. Contract for State-Aided Capital Improvement Program
 - b. Annual Rent Review – Kenney Drive & Lovering Heights
 - c. Other

MINUTES OF DECEMBER 8, 2010
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, December 8, 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 November 10, 2010 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Forty-eight (48) checks totaling \$75,751.74 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

HUD Checking Account – Three (3) checks totaling \$68,753.43 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio informed the Board that Phase 2 of the window replacement project at Maple Lane is completed. Final payment will be made after Kang Associates reviews the punch list items with Antonelli Construction.

b. Sick Leave Policy – E.D. Luccio said she contacted some authorities about the buy back of accrued sick leave if an employee retires or terminates. The average cap on sick leave is \$2,000. She will check with Larry DeVecchio to see how funds would be budgeted.

c. Vacancies – Maintenance completed 9C Kenney Drive and is working on 106 Maple Lane .

d. Affordable Housing – Mrs. Slack updated the Board on the Affordable Housing Trust Action Plan, Williamsburg Development and the Community Preservation Committee.

Mr. Ferrari arrived at 1:20 p.m.

New Business

a. Contract for State-Aided Capital Improvement Program – The fiscal year 2012 Work Plan in the amount of \$144,750 for all state developments was discussed. The vote is attached.

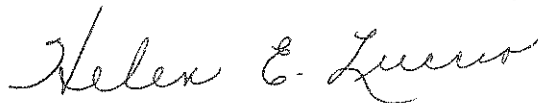
b. 667 Annual Rent Review – The office is in the process of preparing the folders for the April 1st review for Kenney Drive and Lovering Heights tenants. E.D. Luccio said there is no increase in Social Security, but medical expenses have increased.

c. Other – Mr. Ferrari mentioned that in the next ten years there will be a 20% increase in senior housing and the Authority should start preparing a study on what options will be available for seniors and the needs of the MHA. E.D. Luccio will ask Bernie Stewart to meet with the Board to discuss performing a needs analysis.

The January Meeting of the Medway Housing Authority will be held on January 12, 2011 at the Management Office at 1:00 p.m.

After wishing each other a happy holiday, the December 8, 2010 Regular Meeting of the Medway Housing Authority adjourned at 1:50 p.m. upon the Motion of Mrs. Slack and seconded by Mrs. O'Donnell.

Respectfully submitted,



Helen E. Luccio
Executive Director and
Secretary