

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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RECEIVED

SEP 1 - 2010

TOWN CLERK

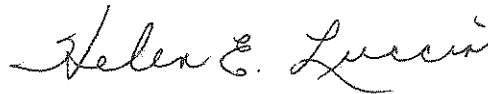
NOTICE OF REGULAR MEETING

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  
September 8, 2010 at 1:00 p.m.

Sincerely,



Helen E. Luccio  
Executive Director

## AGENDA

SEPTEMBER 8, 2010

1. Meeting to Order 1:00 p.m.
2. Minutes of August 4, 2010 Special Meeting
3. Bills
4. Old Business
  - a. 2009 Capital Fund Recovery Grant – ARRA
  - b. 2009 Capital Fund Grant – Maple Lane Windows
  - c. 2010 Capital Fund Grant – Maple Lane Windows Phase II
  - d. Vacancies
  - e. Affordable Housing
  - f. Other
5. New Business
  - a. State Budget Guidelines
  - b. 4 Bedroom HUD Waiting List
  - c. Quarterly Operating Statements
  - d. 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 September 8, 2010 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

09/01/10  
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 September 1, 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 1st Day of September, 2010.

Helen E. Luccio  
Secretary

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

The Medway Housing Authority held a Regular Meeting on Wednesday, September 8, 2010 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. The following members were in attendance: Mrs. O'Donnell, Mrs. Slack and Mr. Matondi. Executive Director Helen Luccio and Assistant Director Sheila Souza 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 August 4, 2010 Special Meeting were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

Bills

Revolving Account – One hundred sixty-nine (169) checks totaling \$336,185.46 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

HUD Checking Account – Seven (7) checks totaling \$99,781.00 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

167-1 Account – One (1) check totaling \$865.20 was approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

689 Account – One (1) check totaling \$324.45 was approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

A listing of these checks is attached.

Old Business

a. Capital Fund Grants – ARRA & 09 - E.D. Luccio said that the funds left over from the ARRA and 09 grants will be used for the Phase II window replacement project at Maple Lane.

b. 2010 Capital Fund Grant - Kang Associates is preparing the general contractor invitation to bid and specifications for the window replacement project.

c. Vacancies – Maintenance has the following apartments to renovate: 108, 214 and 308 Mahan Circle; 32 and 42 Lovering Heights; 12A Kenney Drive.

d. Affordable Housing – Mrs. Slack reported that Consultant Jennifer Goldson and her Associate Beth Rust are working on a budget and five year plan. They conducted a series of interviews with different committees and held a workshop in July attended by 30 people. They presented a draft in August and prepared a set of bylaws for the Affordable Housing Trust. The Walker Street property should be completed at the end of the month. The Affordable Housing Committee meets tonight at 7:00.

### New Business

a. State Audit – E.D. Luccio was notified that the audit will start the week of September 13, 2010 for the period May 1, 2008 to June 30, 2010.

b. State Budgets – E.D. Luccio said the budget guidelines are out with a 0% increase of the allowable non-utility expense level. Larry Delvecchio will have the budgets prepared for the October meeting.

c. 4 Bedroom Waiting List Maple Lane – E.D. Luccio said the list opened on September 7<sup>th</sup> and will remain open until September 17, 2010.

d. HUD Quarterly Operating Statements – The Board acknowledged receiving a copy of the reports for the quarter ending 6/30/10.

e. State Income Limits – The Authority received the new Net Income Limits for admission by household size for State-Aided Housing effective August 1, 2010 and voted to accept them. A copy of the vote is attached.

f. Capital Needs Assessment – E.D. Luccio said that Ed Vitagliano from Bernie Stewart's office visited Mahan Circle and Maple Lane to obtain information for the HUD Assessment. He should have the report completed at the end of October.

g. Other

Fee Accountant Contract – The following motion was made by Mrs. Slack and seconded by Mrs. O'Donnell.

“To accept the three (3) year contract for Accounting Services with Lawrence DelVecchio. The vote was as follows:

AYES

Michael F. Matondi  
Helen T. O'Donnell  
Alison T. Slack

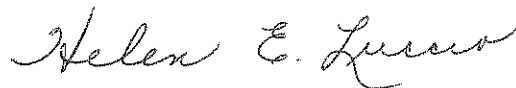
NAYS

None

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

The September 8, 2010 Regular Meeting of the Medway Housing Authority Adjourned at 1:33 p.m. upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

Respectfully submitted,



Helen E. Luccio  
Executive Director and  
Secretary