

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

RECEIVED

OCT 18 2011

TOWN CLERK

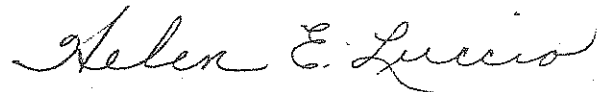
NOTICE OF SPECIAL MEETING

OF THE

MEDWAY HOUSING AUTHORITY

A Special Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on Wednesday, October 19, 2011 at 10:00 a.m. to approve the 2012 State Budget and to discuss any other pertinent business.

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 Special meeting of the Medway Housing Authority will be held at 10:00 a.m. o'clock on October 19, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

10/13/11  
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, 2011 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 13th Day of October, 2011.

Helen E. Luccio  
Secretary

## AGENDA

OCTOBER 19, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of September 14, 2011 Meeting
3. Bills
4. Old Business
  - a. Kenney Drive Septic System
  - b. 2011 Capital Fund Grant
  - c. Vacancies
  - d. Affordable Housing
  - e. REAC Inspection
  - f. Other
5. New Business
  - a. State Budgets - Vote
  - b. Audit
  - c. Other

MINUTES OF OCTOBER 19, 2011  
SPECIAL MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Wednesday, October 19, 2011 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. to approve the State Budgets and discuss any other pertinent business. The following members were in attendance: Mr. Matondi, Mr. Ferrari, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. 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 September 14, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-nine (59) checks totaling \$70,353.42 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

A listing of these checks is attached.

Old Business

a. Kenney Drive Sewer Connection – E.D. Luccio reported that GCG Associates, Inc. advertised for a contractor. Bids will be opened on Thursday, November 3, 2011 at 11:00 a.m. at the Management Office.

b. 2011 Capital Fund Grant - Kang Associates is preparing the ad for the invitation to bid for the Exterior Window Casing (Boston Bays) project at Mahan Circle.

c. Vacancies – Maintenance is working on 8 and 17 Lovering Heights.

d. Affordable Housing – Mrs. Slack reported that Charlie Nascari resigned from the Affordable Housing Committee. Also, the Committee is down to two applicants to re-interview for the Housing Specialist position.

Mr. Ferrari asked E.D. Luccio to call Holliston Housing to set up an appointment to discuss their new Affordable Housing project.

e. REAC Inspection - E.D. Luccio reported that she received the PHAS Physical Inspection report from HUD with a score of 91.

New Business

a. State Budgets – The 400-1, 689-1, 689-9 and MRVP budgets for FY 2012 were reviewed, discussed and approved. The votes are attached.

b. Audit - E.D. Luccio said that the auditor's from Hurley, O'Neill and Co. will be back on October 24<sup>th</sup> to complete the audit.

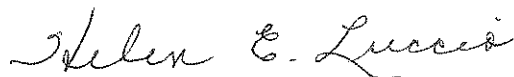
c. Evacuation Plan – E.D. Luccio said she contacted the town hall to inform them that the Housing Authority wants to be included in the town's Evacuation Plan. They are working on a plan now and will keep the office informed.

d. Other – Mr. Matondi mentioned that 125 people have signed up to help on different committees for the 300<sup>th</sup> Anniversary.

The November Regular Meeting of the Medway Housing Authority will be held on November 9, 2011 at the Management Office at 1:00 p.m.

The October 19, 2011 Special Meeting of the Medway Housing Authority adjourned at 10:47 a.m. upon the motion of Mr. Ferrari and seconded by Mrs. O'Leary.

Respectfully submitted,



Helen E. Luccio  
Executive Director and  
Secretary