

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 04 2011
TOWN CLERK

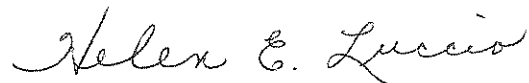
NOTICE OF REGULAR MEETING

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
November 9, 2011 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 9, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

11/03/11
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 November 3, 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 3rd Day of November, 2011.

Helen E. Luccio
Secretary

AGENDA

NOVEMBER 9, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of October 19, 2011 Special Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Sewer Connection - Vote
 - b. Exterior Window Casing Project – Mahan Circle
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. Executive Director Contract - Vote
 - b. State Budget & Salary Certifications
 - c. State Quarterly Operating Statements
 - d. Other

MINUTES OF NOVEMBER 9, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, November 9, 2011 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. O'Donnell. 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 19, 2011 Special Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-eight (58) checks totaling \$72,311.88 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

667 Money Market Account – One (1) check totaling \$249. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

HUD Money Market Account – One (1) check totaling \$5200. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

At this time Mr. Ferrari arrived.

Old Business

a. Kenney Drive Sewer Connection – The following motion was made by Mrs. O'Donnell and seconded by Mrs. O'Leary.

“That the Medway Housing Authority award the contract for the Sewer Tie-in at Kenney Drive to J.M. Shaw Construction Corp. of West Bridgewater, MA the lowest eligible and responsible bidder, in the amount of \$38,250.” The vote was as follows:

AYES

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

NAYS

None

b. Exterior Window Casing Project at Mahan Circle – The results of the general bid opening held this morning at 11:00 a.m. are attached.

The following motion was made by Mr. Ferrari and seconded by Mrs. O'Leary.

“That the Medway Housing Authority award the contract for the Exterior Window Casing Project at Mahan Circle to Vareika Construction Co., the apparent low bidder, in the amount of \$66,451 contingent upon review by general contractor that he is confident in his submitted bid price.” The vote was as follows:

AYES

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

NAYS

None

c. Vacancies – Maintenance is working on 17 Lovering Heights and will have 14C Kenney Drive to renovate next month.

d. Affordable Housing – Mr. Ferrari reported that Doug Havens of Medway was hired to fill the Community Housing Coordinator position. E.D. Luccio said that Brenda Farrell of the Holliston Housing Authority is available anytime during the day to meet and discuss their new Affordable Housing Project.

New Business

a. Executive Director Contract – The following motion was made by Mr. Ferrari and seconded by Mrs. O'Leary.

“To authorize the Chairman and Treasurer to sign the Contract of Employment by and between the Medway Housing Authority and Helen E. Luccio, Executive Director, for a term of three years commencing on November 1, 2011.”

The vote was as follows:

AYES

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

NAYS

None

E.D. Luccio said DHCD has requested that the attached Budget and Salary Certification forms have to be signed by the Board and Executive Director.

b. State Quarterly Operating Statements – The Board acknowledged receiving a copy of the reports for the quarter ending 9/30/11.

c. Other – Mr. Ferrari said he had a conversation with Susy Affleck-Childs about potential grants for energy conservation projects like free energy audits. He will schedule a meeting with Ms. Affleck-Childs and E.D. Luccio to discuss the grants. The application has to be in by 12/15/11.

Mr. Matondi said that Veterans Day Services will be held at Matondi Square on November 11th at 10:45 a.m. In case of inclement weather, the services will be held at the Village Church.

E.D. Luccio said she called the town hall to let them know that the Housing Authority wants to be included in their evacuation plan.

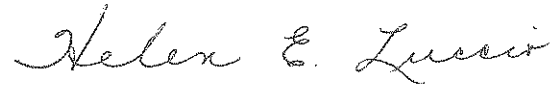
E.D. Luccio said she would call NAHRO to see if the Authority can charge any new HUD tenants 30% of their income for rent instead of the flat rent.

The Board gave E.D. Luccio and her staff permission to close the office on the following days: November 25th, December 26th and January 2nd.

The December Regular Meeting of the Medway Housing Authority will be held on December 14, 2011 at the Management Office at 1:00 p.m.

The November 9, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:45 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