

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

DEC 07 2011

TOWN CLERK

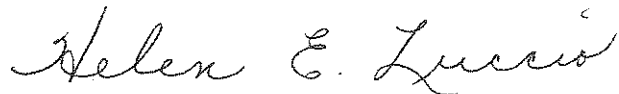
NOTICE OF REGULAR MEETING

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 December 7, 2011 at 1:00 p.m. Please note the change in the date of this meeting.

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 7, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

12/01/11  
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 December 1, 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 1st Day of December, 2011.

Helen E. Luccio  
Secretary

## AGENDA

DECEMBER 7, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of November 9, 2011 Regular Meeting
3. Bills
4. Old Business
  - a. Kenney Drive Sewer Connection
  - b. Mahan Circle Exterior Window Casing Project
  - c. Vacancies
  - d. Affordable Housing
  - e. Other
5. New Business
  - a. 2012 Capital Fund High Performer Bonus
  - b. 667 Annual Rent Review
  - c. Other

MINUTES OF DECEMBER 7, 2011  
REGULAR MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, December 7, 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, 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 9, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-five (55) checks totaling \$95,055.87 were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

667 Money Market Account – One (1) check totaling \$904.76 was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

HUD Money Market Account – One (1) check totaling \$922.12 was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

A listing of these checks is attached.

Old Business

a. Kenney Drive Sewer Connection - E.D. Luccio said the office is waiting for DHCD to approve the contracts with J.M. Shaw Construction Corp.

b. Mahan Circle Exterior Window Casing Project – E.D. Luccio said Vareika Construction was scheduled to start working today but was delayed because of the weather.

The attached Change Order No. 1 in the amount of \$5,816. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

Mr. Ferrari said that while this project is being done all doors and windows should be checked to make sure they are energy efficient.

c. Vacancies – Maintenance completed 510 Mahan Circle and will have 14 & 59 Lovering Heights and 14C Kenney Drive to renovate.

d. Affordable Housing - Mrs. Slack reported that the AHC is meeting tonight to discuss the goals and priorities for next year. She also mentioned that she gave a presentation on Medway's Affordable Housing activities at the Affordable Housing Seminar in Sturbridge.

e. Other - Mr. Ferrari said that Susy Affleck-Childs, Planning & Economic Development Coordinator is available to come to any meeting to talk about the local Energy Action Program.

The attached revised Budget and Salary certification forms were signed by the Board.

#### New Business

a. 2012 Capital Fund High Performer Bonus – E.D. Luccio informed the Board that the Authority is on the list to receive a bonus for the 2012 Capital Fund Program.

b. 667 Rent Review – The office has distributed the rent folders to Kenney Drive and Lovering Heights tenants for the April 1<sup>st</sup> review.

c. Town of Medway Website – Mr. Ferrari said he would work with the town hall to update and add information to the web page for the Medway Housing Authority.

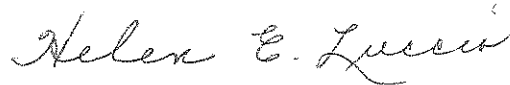
d. Other – Mr. Matondi distributed an article written by the Worcester Housing Authority about providing support and making family residents self-sufficient to motivate them to move out of Public Housing.

Mrs. Russo mentioned that she has had a good turnout with the Matter of Balance exercise classes she has in the Community Room at Mahan Circle on Wednesday afternoons at 2:00.

The January Regular Meeting of the Medway Housing Authority will be held on January 11, 2012 at the Management Office at 1:00 p.m.

After wishing each other a happy holiday, the December 7, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:58 p.m. upon the motion of Mrs. O'Leary and seconded by Mr. Ferrari.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio  
Executive Director and  
Secretary