

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

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MEDWAY, MA 02053
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RECEIVED

FEB 03 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 February 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 February 9, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

02/04/11
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 February 4, 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 4th Day of February, 2011.

Helen E. Luccio
Secretary

AGENDA

FEBRUARY 9, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of December 8, 2010
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant – Maple Lane Windows
 - b. Sick Leave Policy
 - c. Vacancies
 - d. Affordable Housing
 - e. State Audit
 - f. Other
5. New Business
 - a. Physical Needs Assessment Report
 - b. Independent Audit Draft Report
 - c. Lead Paint Legal Compliance Certification
 - d. Quarterly Operating Statements
 - e. 667 Legal
 - f. Other

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

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

Bills

Revolving Account – One hundred and twenty-three (123) checks totaling \$238,811.50 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

HUD Checking Account - One (1) check totaling \$7,412.00 was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

689-2 Checking Account – One (1) check totaling \$533.00 was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio reported that phase II of the window replacement project at Maple Lane is completed and final payment was issued to Antonelli Construction Co., Inc.

b. Sick Leave Policy – E.D. Luccio said she would like to study the \$2000 cap longer because of the funding issue.

c. Vacancies – Maintenance is working on 106 Maple Lane and will have 12A Kenney Drive and 110 Mahan Circle to renovate.

d. Affordable Housing – Mrs. O’Leary mentioned that the Community Preservation Committee is meeting on Monday, March 7, 2011.

e. State Audit – The audit report for the fiscal year ending 6/30/10 was discussed. Mr. Matondi thanked and praised E.D. Luccio and her staff for the favorable report. Upon the motion of Mrs. O’Leary and seconded by Mrs. O’Donnell, the Board commended E.D. Luccio and her staff for a job well done.

New Business

a. Physical Needs Assessment Report – A copy of the report prepared by BC Stewart & Associates was given to the Board. The long term projected cost estimate over the next twenty years was reviewed. E.D. Luccio said repairs at Mahan Circle and Maple Lane will be done with the annual capital fund grants.

The Board also received a copy of the Capital Improvement Plan Report for all State developments.

b. Independent Audit Draft – E.D. Luccio said the Authority received the draft report of the audit for the fiscal year ending 6/30/10 prepared by Hurley, O’Neill & Co. with no findings.

c. Lead Paint Legal Compliance Certification – The following motion was made by Mrs. O’Donnell and seconded by Mrs. O’Leary.

“That the Medway Housing Authority is in compliance with the Federal and State Lead Paint Laws.” The vote was as follows:

AYES

Michael F. Matondi
Mary C. O’Leary
Helen T. O’Donnell

NAYS

None

d. Quarterly Operating Statements - The Board acknowledged receiving a copy of the 400-1, 689-1, 689-9 and MRVP reports for the quarter ending 12/31/10.

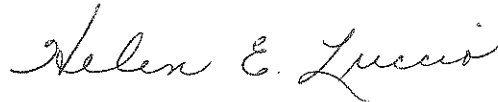
e. 667 Legal – E.D. Luccio brought the Board up to date on the slip and fall accidents at Kenney Drive and Lovering Heights.

f. Other – E.D. Luccio said she would like to recognize the performance of the maintenance staff during the recent snowstorms. In the spring she will provide a luncheon for them at the management office.

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

The February 9, 2011 Regular Meeting of the Medway Housing Authority Adjourned at 1:39 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