

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

MAY 07 2011

TOWN CLERK

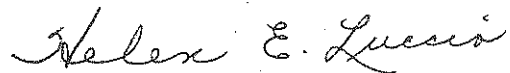
NOTICE OF REGULAR MEETING

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
May 11, 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 May 11, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

05/05/11
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 May 5, 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 5th Day of May, 2011.

Helen E. Luccio
Secretary

AGENDA

MAY 11, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of April 13, 2011 Meeting
3. Bills
4. Old Business
 - a. HUD Agency Plan – Mr. Stewart
 - b. 2010 Capital Fund Grant
 - c. Section 504/ADA Compliance & Energy Audit
 - d. Vacancies
 - e. Affordable Housing
 - f. 667 Legal
 - g. Other
5. New Business
 - a. 689-9 Revised Budget – Vote
 - b. Quarterly Operating Statements
 - c. Other

MINUTES OF MAY 11, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, May 11, 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 April 13, 2011 Regular Meeting were approved upon the motion of Mrs. O’Leary and seconded by Mrs. Slack.

At this time Mr. Ferrari arrived.

Chairman Matondi called upon Mr. Stewart, our Consultant for the FY 2011 Agency Plan. Mr. Stewart reviewed the plan with the Board. He said there were few changes this year and explained the new focus on the capital fund spending plan.

The following motion was made by Mrs. O’Donnell and seconded by Mrs. O’Leary.

“To adopt the FY 2011 Annual and Five Year HUD Public Housing Agency Plan and vote to authorize E.D. Luccio and Chairman Matondi to sign all FY 2011 Certifications.” The vote was as follows:

<u>AYES</u>	<u>NAYS</u>
Michael F. Matondi	None
Robert D. Ferrari	
Mary C. O’Leary	
Helen T. O’Donnell	
Alison T. Slack	

At 1:10p.m. Mr. Stewart excused himself from the meeting.

Bills

Revolving Account - Sixty-four (64) checks totaling \$101,826.48 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

167-1 – One (1) check totaling \$4,000. was approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio informed the Board that the Authority has to advertise for an Architect for the siding replacement work at Mahan Circle.

b. Section 504/ADA Compliance & Energy Audit –E.D. Luccio said that Ed Vitagliano from BC Stewart & Associates will be here tomorrow to prepare the assessment and audit.

c. Vacancies – Maintenance has 45 Lovering Heights, 120 Maple Lane, 9C and 12A Kenney Drive to renovate.

d. Kenney Drive Septic System – E.D. Luccio said that John Grady, Engineer from DHCD, visited Kenney Drive and provided a scope of work and construction cost estimate for a new septic system. The total cost estimate for construction, design and administration costs is \$60,000. The next step is for the Authority to advertise for an engineer.

e. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. Mrs. Slack said that CPC members Ann Sherry and Mike Heineman will be interviewed by Kent Scott tonight at 5:00. The interview will broadcast on Cable 8.

E.D. Luccio said she called Brenda Farrell, Executive Director from Holliston Housing Authority about scheduling a meeting to discuss how Holliston obtained funding for their new affordable development. Ms. Farrell offered to meet with members of the affordable housing committee at any time. It was decided that Mrs. Slack will contact members and set up the appointment.

Mr. Ferrari thanked E.D. Luccio for contacting Holliston Housing Authority.

At 1:25 Mrs. Russo arrived.

New Business

a. 689-9 Revised Budget FYE 06/30/11 - The budget was reviewed and discussed. The vote is attached.

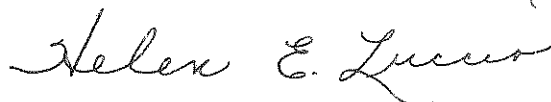
b. Quarterly Operating Statements – the Board acknowledged receiving a copy of the reports for the quarter ending March 31, 2011.

c. Other – A discussion took place about tenants residing at Maple Lane who are not longer in need of family housing. E.D. Luccio said she will inquire about this with HUD staff when she attends the Mass NAHRO Annual Conference.

The June Annual Meeting of the Medway Housing Authority will be held on Wednesday, June 8, 2011 at the Management Office at 1:00 p.m.

The May Regular Meeting of the Medway Housing Authority adjourned at 1:55p.m. upon the motion of Mrs. O’Leary and seconded by Mrs. Slack.

Respectfully submitted,



Helen E. Luccio
Executive Director
and Secretary