

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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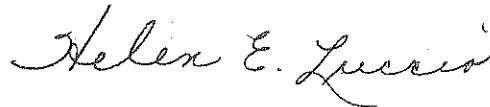
NOTICE OF ANNUAL MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Annual Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on June 8, 2011 at 1:00 p.m. The election of officers will take place at 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 June 8, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

06/03/11
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 June 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 June, 2011.

Helen E. Luccio
Secretary

AGENDA

JUNE 8, 2011

1. Meeting to Order 1:00 p.m.
2. Election of Officers
3. Minutes of May 11, 2011
4. Bills
5. Old Business
 - a. Kenney Drive Septic System
 - b. Section 504/ADA Compliance & Energy Audit
 - c. 2010 Capital Fund Grant
 - d. Affordable Housing
 - e. Vacancies
 - f. Other
6. New Business
 - a. HUD Budget Items
 - b. Other

MINUTES OF JUNE 8, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Annual Meeting on Wednesday, June 08, 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 May 11, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

Election of Officers

Upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary, E.D. Luccio was elected unanimously to serve as Chairman Pro-Tem for the election of officers for the coming year.

Chairman: Mr. Matondi was nominated by Mrs. O'Donnell and seconded by Mrs. O'Leary. There being no other nominations, the nominations for Chairman were closed upon the motion of Mrs. O'Leary and seconded by Mr. Ferrari. The election of Mr. Matondi was unanimous.

E.D. Luccio then turned the meeting over to Chairman Matondi. Chairman Matondi then opened the nominations for Vice Chairman.

Vice Chairman: Mr. Ferrari was nominated by Mrs. O'Leary and seconded by Mrs. Slack. There being no other nominations, the nominations for Vice Chairman were closed upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. The election of Mr. Ferrari was unanimous.

Treasurer: Mrs. O'Leary was nominated by Mr. Ferrari and seconded by Mrs. Slack. There being no other nominations, the nominations for Treasurer were closed upon the motion of Mr. Ferrari and seconded by Mrs. Slack. The election of Mrs. O'Leary was unanimous.

Assistant Treasurer: Mrs. O'Donnell was nominated by Mr. O'Leary and seconded by Mrs. Slack. There being no other nominations, the nominations for Assistant Treasurer were closed upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. The election of Mrs. O'Donnell was unanimous.

Bills

Revolving Account – Sixty-two (62) checks totaling \$95,584.44 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

167-1 Account – Two (2) checks totaling \$5,695.00 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. A listing of these checks is attached.

Old Business

a. Kenney Drive Septic System – E.D. Luccio informed the Board that DHCD recommended GCG Associates, Inc. of Wilmington to provide engineering services in the amount of \$7,060. E.D. Luccio said she is waiting for the contract from GCG Associates.

b. Section 504/ADA Compliance & Energy Audit – The Board Members reviewed and discussed the Policies and Procedures Regarding Requests for Accommodation prepared by BC Stewart & Associates. These Policies and Procedures were unanimously approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

c. 2010 Capital Fund Grant – Boston Bays – E.D. Luccio said Bernie Stewart is preparing the ad for an Architect.

d. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. Mrs. Slack said that she called the Holliston Housing Authority about scheduling an appointment to discuss their new affordable housing development, but she has not heard from Director Brenda Farrell. E.D. Luccio said she will give Brenda a call.

e. Vacancies – Maintenance is working on 120 Maple Lane and 12A Kenney Drive and will have 9C, 10B Kenney Drive and 105 and 310 Mahan Circle to renovate.

f. Other – E.D. Luccio informed the Board that when she was at the NAHRO conference she talked to Donna Ayala, Director from HUD about Maple Lane tenants who are no longer in need of family housing. She was told that there is nothing that the Authority can do. If the tenant is near elderly then they would be able to move to elderly housing. A discussion took place about whether the tenants would still be eligible for Mahan Circle if their income exceeded the limits for eligibility. E.D. Luccio said she would check with Bernie Stewart to see if he can research this issue.

New Business

a. HUD Budget FYE 6/30/12 – E.D. Luccio said a new mower in the amount of \$12,000 will be included in the budget. A special meeting will be scheduled when Larry DelVecchio has the budget prepared.

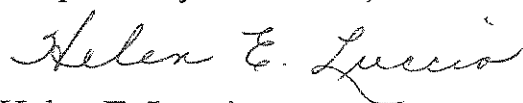
b. Cookout – The annual cookout will be held at Mahan Circle on Wednesday, August 3rd at noon.

c. Other – Chairman Matondi asked about having a policy on Board Member term limits. The Board decided that this would be discussed at the September meeting.

A Special Meeting will be scheduled when the HUD Budget is prepared.

The June 8, 2011 Annual Meeting of the Medway Housing Authority adjourned at 1:49 p.m. upon the motion of Mrs. O'Leary and seconded by Mr. Ferrari.

Respectfully submitted,



Helen E. Luccio
Executive Director and
Secretary