

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

SEP 09 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 September 14, 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 September 14, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

09/08/11
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 September 8, 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 8th Day of September, 2011.

Helen E. Luccio
Secretary

AGENDA

SEPTEMBER 14, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of June 24, 2011 and August 1, 2011 Special Meetings
3. Bills
4. Old Business
 - a. Kenney Drive Septic System
 - b. 2011 Capital Fund Grant
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. State Budgets
 - b. MRVP Income Limits - Vote
 - c. Architect Proposal for Boston Bays
 - d. Contract for Kang Associates - Vote
 - e. State Capital Planning System
 - f. Quarterly Operating Statement
 - g. REAC Inspection
 - h. Other

MINUTES OF SEPTEMBER 14, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, September 21, 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, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio and Assistant Director Sheila Souza 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 June 24, 2011 and August 1, 2011 Special Meetings were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Two hundred (200) checks totaling \$423,348.11 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

667 Checking Account – Three (3) checks totaling \$21,531 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

689-2 Account – One (1) check totaling \$265. 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. Kenney Drive Septic System – E.D. Luccio said she brought the plans to the town hall for review and one notation was made. GCG will make the change on the plans before they go out to bid.

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

“That the Medway Housing Authority accepts the plans prepared by GCG Associates, Inc. for the sewer connection project at Kenney Drive.” The vote was as follows:

AYES

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

NAYS

None

b. 2011 Capital Fund Program – E.D. Luccio said grant funds in the amount of \$115,035 will be used for the Boston Bays Replacement Project at Mahan Circle.

c. Vacancies – Over the summer maintenance completed 9C, 10B Kenney Drive, 105 and 310 Mahan Circle. Next month 55 Lovering Heights will be renovated.

d. Affordable Housing – Mrs. Slack brought the Board up to date on Affordable Housing. She said there is discussion about the Affordable Housing Committee and Affordable Housing Trust collaborating. She also mentioned that the seven (7) resumes received for the Housing Specialist position will be reviewed tonight.

e. Other – E.D. Luccio reported that there was no damage at any of the developments from the hurricane. Kenney Drive lost power from Sunday, August 28th through Wednesday, August 31st. Lovering Heights had partial power and Mahan Circle and Maple Lane never lost power. Mr. Matondi suggested that the Authority should have an evacuation plan. E.D. Luccio said Bernie Stewart might be able to help prepare a plan. She will also check with the town hall to see if there is a civil defense representative.

New Business

a. State Budgets - E.D. Luccio said that the budget guidelines were received. The guidelines allow a 3% increase to the allowable non-utility expense level. Larry DelVecchio should have the budgets prepared for the next meeting.

b. MRVP Income Limits – The Authority received the new Income Limits effective September 1, 2011 and voted to accept them. A copy of the vote is attached.

c. Architect Proposal for Boston Bays – E.D. Luccio reported that the Authority advertised and one proposal was received from Kang Associates.

d. Contract for Kang Associates – The following motion was made by Mrs. O’Leary and seconded by Mrs. Slack.

“To award the contract for Architect/Engineering Services for the Boston Bays Replacement Project at Mahan Circle to Kang Associates in the amount of \$8,000 and authorize E.D. Luccio to sign all contract documents. The vote was as follows:

AYES

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

NAYS

None

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

“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
Alison T. Slack

NAYS

None

f. State Capital Planning System – E.D. Luccio said the Authority will be working on capital improvement projects with the formula funding from DHCD.

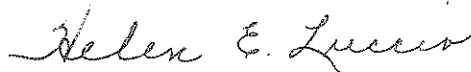
g. State Quarterly Operating Statements – the Board acknowledged receiving a copy of the reports for the quarter ending 06/30/11.

h. HUD/REAC Inspection – E.D. Luccio informed the Board that apartment inspections at Mahan Circle and Maple Lane would be conducted on Friday, September 16, 2011. The inspector will select twenty-one apartments to inspect.

The October Regular Meeting of the Medway Housing Authority will be held on October 12, 2011 at the Management Office at 1:00 p.m.

The September 14, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:47 p.m. upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

Respectfully submitted

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

Helen E. Luccio
Executive Director and
Secretary