

Housing Authority

MINUTES OF THE DECEMBER 9, 2009 BOARD OF COMMISSIONERS MEETING
HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 5:30 P.M.

MEMBERS PRESENT:

Eva Gambaccini, Chairman
Emily Witkus, Treasurer
Joan Welsh, Asst Treasurer
Paul Menard, Secretary

MEMBERS ABSENT:

Richard Duguay, Asst Chairman

OTHERS PRESENT:

Anita Sullivan, Executive Director
Steve Cote, Fee Accountant,
Fenton & Ewald

The Regular Meeting of the Board of Commissioners was called to order at 5:35 p.m. by Chairman, Eva Gambaccini.

New Business:

Steve Cote our fee accountant from Fenton & Ewald reviewed the budgets proposed for 4001 and 689 for the fiscal year ending 9/30/2010. The budgets need to be cut by 4.3% of last year's approved budgets. Steve reviewed both budgets and answered all questions. After careful review, Joan Welsh made a motion to accept the 4001 budget for fiscal year ending 9/30/2010 showing Total Revenue of \$223,334 and total expenses of \$239,107 there by requesting a subsidy of \$3,410. Paul Menard seconded the motion. All in favor. After careful review Paul Menard made a motion to accept the 689 budget for fiscal year ending 9/30/2010 showing Total Revenue of \$30,015 and total expenses of \$28,780 there by requesting \$0 subsidy. Joan Welsh seconded the motion. All in favor. Steve Cote left the meeting after the budget approvals.

Anita presented the Accounting Contract for review. The Contract is for a period of one year, from October 1, 2009 through September 30, 2010. The monthly services are outlined in the contract in addition to the monthly amount of \$408. For 4001 and \$152 for 689, bringing the monthly total to \$560. This amount has not been increased since last year and the amount of \$560 has been used in this years budget submission. Joan Welsh made a motion to accept the accounting contract with Fenton & Ewald as presented. Emily Witkus seconded the motion. All in favor.

Unfinished Business:

The Board members continue to assess how the Authority will best serve the W. Boylston community and will form a mission statement when the direction is clearly defined.

The Community Preservation Committee Application form has been submitted to that Committee by the deadline of October 31, 2009. Anita has presented each Board member with a copy of the application that was submitted. The request is for roof replacements for a total of \$25,000.

Anita has signed a new Laundry Contract with Automatic Laundry and the new machines should be delivered shortly. We will receive 50% of collections each quarter.

Maintenance Report

Snow removal continues to be a difficult situation with tenants not moving when and where they are told to move for proper snow removal making Chuck's job near impossible. Spring cant come fast enough!

The Capital System and Reporting process is up and running although there are no funds available. DHCD states that funding is inadequate to address all of the maintenance issues in public housing state wide. Housing Authorities have been told that funds will be available in Spring 2010.

Executive Director's Report

The December NAHRO newsletter was reviewed and discussed.

The December checks were reviewed and signed.

Review & Approval of Minutes

Joan Welsh made a motion to accept the minutes of the Regular Board Meeting held September 16, 2009. Emily Witkus seconded the motion. All in favor.

Adjournment

Emily Witkus made a motion to adjourn the meeting at 7:10. Joan Welsh seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan
Executive Director