

Housing Authority Minutes

MINUTES OF THE MARCH 10, 2010 BOARD OF COMMISSIONERS MEETING  
HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 7:00 P.M.

MEMBERS PRESENT:

Eva Gambaccini, Chairman  
Emily Witkus, Treasurer  
Richard Duguay, Asst Chairman

MEMBERS ABSENT:

Joan Welsh,. Asst Treasurer

OTHERS PRESENT:

Anita Sullivan, Executive Director

The Regular Meeting of the Board of Commissioners was called to order at 7:10 p.m. by Chairman, Eva Gambaccini.

New Business:

Eva Gambaccini and Anita will be giving a short presentation of the File of Life program to the Orchard Knoll 667 residents on Friday March 26<sup>th</sup> at 10:00 a.m. Eva will give a brief overview of the program and its intent to make medical and emergency information readily available to first responders in the event of an emergency. Eva was given the materials by the Senior Center and will distribute the materials and assist anyone with information or assistance in completing the form. Some of the residents have the information, and some have outdated information. We are hoping this get together will ensure the residents know the importance of these forms and keep the information up to date.

The State Appointee position was discussed. Eva Gambaccini has applied for the position. The election will determine whether or not she will pursue the appointment.

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. A discussion in regards to a statement which would incorporate the preservation and maintenance of the EXISTING units followed. Anita will draft a statement that can be expanded and revised for the next meeting.

The Community Preservation Committee Application form was 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 received a letter from Pat Crowley of the

Community Preservation Board rejecting our application based on the Board's inability to approve "maintaining" the property. Anita will survey surrounding communities who have had projects approved by their Town's committee, and gather information for the next meeting. I think we should assess the information and request a meeting with that Committee.

#### Maintenance Report

Chuck attended a maintenance seminar where the DHCD's Capital Planning System had been discussed. There is still no word on what the per unit financial distribution will be. Rick Broulliard is continuing to state that we will see some type of funding dependent on the State Bond funds in Spring 2010.

#### Executive Director's Report

The March NAHRO newsletter was reviewed and discussed.

#### Review & Approval of Minutes

Emily Witkus made a motion to accept the minutes of the Regular Board Meeting held February 3, 2009. Richard Duguay seconded the motion. All in favor.

#### Adjournment

Richard Duguay made a motion to adjourn the meeting at 7:45. Emily Witkus seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan  
Executive Director