

## Housing Authority Meeting Minutes

### MINUTES OF THE MAY 18, 2010 BOARD OF COMMISSIONERS MEETING HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 7:00 P.M.

#### MEMBERS PRESENT:

Richard Duguay, Chairman  
Joan Welsh, Treasurer  
Eva Gambaccini, Asst Treasurer  
Marcia Cairns, Board Member

#### MEMBERS ABSENT:

Emily Witkus, Asst Chairman

#### OTHERS PRESENT:

Anita Sullivan, Executive Director  
9 Orchard Knoll 667 Residents

The Regular Meeting of the Board of Commissioners was called to order at 7:05 p.m. by Chairman, Richard Duguay.

#### New Business:

There is an issue pending in regards to an outside shed which a 667 resident wants to build behind her building. The proposed shed will be 8 feet by 8 feet and will be similar in design as those in the family areas. Anita gave verbal approval for the shed last Fall and the materials have been purchased by the resident. The matter came before because of tenant and Board member concerns. The Board had discussed the issue of storage boxes/sheds about a year ago and it was decided they would be permitted at the back of the buildings. There are several of the plastic type around the property. The Board voiced concerns about liability, ownership, maintenance, and construction. The resident who is proposing the shed agreed to be liable, carry insurance, and meet any building requirements. She also will leave the shed for the Housing Authority when she vacates. Other attendees were questioned if there were other issues and none were brought before the Board. Anita will research what is required as far as building requirements with the Town and report back at the next meeting.

There is another policy issue before the Board and that is the planting of flowers or vegetables on the property. It has been the past practice that flowers can be planted by any resident who wishes to maintain them. Some residents have kept potted vegetable plants in the front near their apartments and have discarded the pots after the season has ended. A policy needs to be formed addressing planting flowers, shrubs, trees or vegetables on the grounds. There was a discussion about a central community garden, apparently there was one located behind the maintenance garage. It was suggested that perhaps a rain barrel could be used to water in a location where there was no water

access. Chuck could routinely fill the barrels and then residents could help themselves. Anita will inquire with other Authorities to get ideas about how this is addressed elsewhere.

Anita receives ongoing complaints from residents in certain buildings that they don't like what the neighbor has put in the front hall or porch. This needs to be addressed by policy. These areas are shared by each (4) residents of each building. Presently there is no policy, only rules that prohibit anything from impeding and means of entry or exit to or from an apartment or building. It was also brought to the Board's attention that there are oxygen tanks being stored in the front hallway of Bldg 1 where there is a resident who is a smoker. They are assumed to be empty but still should not be stored in the front hall. Anita will address the oxygen tanks in the morning. Anita will also inspect the buildings and make note of what is currently in each buildings from hallway and upstairs porch.

Due to a resident inquiry, Allied Waste approached Anita about a recycling program. We are initiating a volunteer recycling program that SHOULD save us money. It will be a trial for a few months to see if money could be saved with the amount of recycling generated. Anita will send around an information sheet and set the barrels out next week.

The new state wide Open meeting Law becomes effective July 1, 2010. The length of times that Notices must be posted and additional information must be posted with the notice each month. Anita has received the newly revised "Town of West Boylston Handbook for Elected and Appointed Officials" from the Town Clerk. A new requirement for Town Appointed and Elected Officials is to complete an Ethics program on line. Each Official must print a certificate after successful completion of the program to the Town Clerk. Every Official must do this by July 1, 2010.

Marcia emailed Anita about possible funding opportunities through the Worcester Regional Planning's Office. Anita spoke with Tim Hanson who said that the Housing Authority may indeed be eligible with changing regulations that now include Housing Authorities. The grants are CDBG (Community Development Block Grants) and are awarded annually by DHCD. The current deadline is December 1<sup>st</sup>. Tim was interested in knowing about our funding through DHCD's new Formual Funding. He was aware that the funds would be allocated soon and wanted to know how much money would be granted and what it would be used for. He explained that Town's having a "community" aspect to the request had been granted funding more easily that those that didn't have some type of community outreach proposed. Something to think about....

Marcia suggested the Board formulate some Short and Long Term Goals. She has found these Goals very helpful in seeing what has been accomplished monthly, and annually by the Council on Aging. This might also tie into a Mission Statement for the Authority.

Trish Settles of the Central Mass Planning Committee has contacted Anita via email with questions regarding who owns the land that Orchard Knoll and Foster St are built on? Anita had thought it was the Housing Authority that owned the land. Some members of the Board thought the Town owned the Land, others thought it was the Housing Authority. The Orchard Knoll parcel has been looked at on several occasions by the Town, but it was determined that much of the land has a stream running through it, as well as there being no other means to exit or enter the property. There are two right of ways on the property, one through a neighbors driveway and another on the farthest corner of the land, on Temple Street. Trish Settles is working with the Housing Partnership Committee to research what the need is for Affordable Housing in West Boylston.

#### Unfinished Business

The Board will continue working to establish a Mission statement that reflects the Goals and Plans of the Authority.

Anita spoke with Pat Crowley of the Community Preservation Committee. He said he would be happy to meet with the Board of the Housing Authority at any time to discuss how they are interpreting the Community Preservation Guidelines. He said we did not have to meet before June 1, as our Application had already been filed. The Board needs to get supporting documentation together before going before that Committee. Anita will be attending the annual NAHRO conference and there will be a seminar on the Community Preservation Act which she will attend.

#### Executive Director's Report

The May checks were reviewed and signed by Treasurer, Joan Welsh and Asst Treasurer, Eva Gambaccini.

Anita will be attending the Annual Conference in Hyannis May 25 & 26. The office will be closed for those two days.

#### Review and Approval of Minutes

Joan Welsh made a motion to accept the minutes of the March 10, 2010 Regular Board meeting. Eva Gambaccini seconded the motion. Four in favor. Marcia Cairns abstained.

#### Adjournement

Marcia Cairns made a motion to adjourn the meeting at 8:35. Joan Welsh seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan  
Executive Director