

Housing Authority Minutes

MINUTES OF THE OCTOBER 13, 2010 BOARD OF COMMISSIONERS MEETING
HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 6:00 P.M.

MEMBERS PRESENT:

Richard Duguay, Chairman
Emily Witkus, Asst Chairman
Joan Welsh, Treasurer
Eva Gambaccini, Asst Treasurer
Marcia Cairns, Secretary

MEMBERS ABSENT:

None

OTHERS PRESENT:

Anita Sullivan, Executive Director
1 Orchard Knoll 667 Resident
Chris Berglund, Town of West Boylston
Finance Committee

The Regular Meeting of the Board of Commissioners was called to order at 7:00 p.m. by Chairman, Emily Witkus.

Unfinished Business:

Anita had no resident issues brought forward needing Board discussion this month.

Anita and Marcia began to discuss the additions to the Powerpoint presentation and finalize what would be discussed at the Town Meeting. Rich Duguay entered the meeting at this time. Anita introduced Chris Berglund of the Finance Committee of West Boylston who joined in the conversation. Mr Berglund had questions which had been brought up by his committee as well as the Selectmen. Anita explained that WBHA is funded solely on rents which are based totally on resident income. Any subsidies we receive from the State are very small and have only been given due to the increased costs of the sewer when the Authority was required to tie into the Town system. In previous years we were spending \$2500-\$3000 annually. This year the Housing Authority will spend nearly \$14,000. After an involved question and answer period between the Board and Mr Berglund, he was provided a package of information to distribute to his committee. Anita said she will also distribute a package to each Selectman. After Mr Berglund left the Board discussed who would be attending the Town meeting and all members except Rich Duguay will be in attendance. Chris Berglund asked that Anita attend their meeting prior to the Town meeting to answer any questions, which she

agreed to do. Joan Welsh also thought it would be a good idea for Anita to meet with the Community Preservation Board, which she will do. The Town Meeting is scheduled for 7:00 p.m. on Monday, October 18. Marcia Cairns left the meeting due to a prior commitment at this time.

Anita asked if any Board members had written down a long or short term goal they would like the West Boylston Housing Authority to adopt. It was decided that this will be discussed at the next Board meeting.

Anita and Marcia hadn't made any progress with the CDBG.. Apparently the CMRPC has not and have no plans to replace Tim Hanson, who we had previously been working with. Apparently the agency is guiding Towns to use on line information to assist them through the process. Marcia had thought the Town had someone who worked on that type of thing and would be approaching Leon to ask if there was any technical assistance available for this type of Grant.

Anita has begun accepting bids for replacing the fence at Menard's but new procurement regulations need to be used, so Anita will become familiar with those before presenting the Board with Quotes. Anita did receive a bid for \$3,418, but that was without the prevailing wage rates factored in.

New Business

The budget FYE 9/30/11 will be presented at the next Board meeting with the Accountants from Fenton & Ewald.

Anita reported on the CMRPC survey meeting she attended at the Town Hall. The intent was to share the survey results and what the Town of West Boylston has been successful with, and what things people see as a need for the Town.. It was the first meeting between any of the three Towns, but it seems, all Towns showed a willingness to share some services, so that an "Expert" can be consulted and utilized when evaluating 40B projects, or other related issues.

Maintenance

Anita and Chuck have begun the process of drafting a solid snow removal policy. It seems that more and more residents aren't adhering to the policy, making Chuck's job of plowing nearly impossible. All members agreed that a policy must be adhered to by everyone, with an option of towing cars that didn't comply. Anita and Chuck will draft a plan for discussion at the next meeting.

Executive Directors Report

The October NAHRO newsletter was reviewed and discussed.

The October checks will be signed by the Treasurer and Asst Treasurer at a later date, as Anita is trying to organize them for year end.

Review and Approval of Minutes

Joan Welsh made a motion to accept the minutes of the September 1, 2010 Regular Board meeting with the correction of two typographical errors as noted. Eva Gambaccini seconded the motion. All in favor

Adjournment

Eva Gambaccini made a motion to adjourn the meeting at . Emily Witkus seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan
Executive Director