

Housing Authority Minutes

MINUTES OF THE NOVEMBER 1, 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
Steve Cote, Fenton & Ewald
Christine Landry, Fenton & Ewald

The Regular Meeting of the Board of Commissioners was called to order at 7:06 p.m. by Chairman, Richard Duguay.

New Business:

Steve Cote of Fenton & Ewald presented the proposed FYE budgets for the 4001 and 689 projects. There will be no approved budget increases. After a lengthy presentation and question and answer period, Marcia Cairns made a motion to approve the proposed Operating budget for the state aided consolidated Housing of the West Boylston Housing Authority, program number 400-1 for Fiscal Year Ending 9/30/2011 showing Total Revenue of \$217,363.00 and Total Expenses of \$229,719.00, there by requesting a subsidy of \$1498.00 be submitted to the Dept of Housing & Community Development for its review and approval. Joan Welsh seconded the motion which upon roll-call was passed by a vote of 5 to 1.

Marcia Cairns then made a motion to approve the proposed Operating budget for the state aided Special Needs Housing of the West Boylston Housing Authority, program number 689 for Fiscal Year Ending 9/30/2011 showing Total Revenue of \$31,072.00 and Total Expenses of \$27,320.00, there by requesting a subsidy of \$0.00 be submitted to the Dept of Housing & Community Development for its review and approval. Joan Welsh seconded the motion which upon roll-call was passed by a vote of 5 to 1.

Unfinished Business:

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

As everyone is aware, the WBHA had the Community Preservation request for \$25,000 approved at Town meeting. Now begins the laborious process of Procuring a contractor for the job. There are new State procurement guidelines recently published, so Anita will follow that process. After a discussion it was determined that we will begin the scope of the project to be two roofs, to be certain funding will be available before completing the third roof. Anita will begin the advertising process as soon as she becomes familiar with the procurement regulations. Additionally Anita will determine if this project could somehow be completed with an additional staff member.

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.

Unfortunately Anita and Marcia haven't made any progress with the CDBG.. Marcia and Anita will meet to begin the process of completing the application on line. Marcia will speak to John Westerling to try to get an idea of how much it would be to construct the sidewalk, and Anita will get estimates for windows and boilers.

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.

Maintenance

Anita and Chuck drafted a snow removal policy that was presented by the Board. Anita and Chuck will meet with the residents to review and discuss the policy. Anita will present the feedback at the next Board meeting and any changes can be incorporated into the policy before approving the policy at the next Board meeting.

Executive Directors Report

The November NAHRO newsletter was reviewed and discussed.

The November checks were signed.

The year end financials were reviewed and discussed.

Review and Approval of Minutes

Marcia Cairns made a motion to accept the minutes of the October 13, 2010 Regular Board meeting with the correction of two typographical errors as noted. Eva Gambaccini seconded the motion. All in favor

Adjournment

Joan Welsh made a motion to adjourn the meeting at 8:20. Marcia Cairns seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan
Executive Director