

Housing Authority Minutes

MINUTES OF THE DECEMBER 1, 2010 BOARD OF COMMISSIONERS MEETING
HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 6:00 P.M.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Richard Duguay, Chairman

OTHERS PRESENT:

Anita Sullivan, Executive Director

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

New Business:

Anita Sullivan attended the MA NAHRO Fall conference in Canton on November 15th & 16th. DHCD was well represented and were presenting information on the the Formula Funding Capital Plan. Further training will be available, before we are entitled to utilize those funds. The first year of funding is FYE 2013. That fiscal period begins October 1, 2012 for Orchard Knoll. The funding we were granted was based only on our 667-1 & 705-1 roof replacements. With the award of the Community Preservation Funds there will be more money available for additional projects.

Another interesting session Anita attended was on implementing a No-Smoking policy. A few Housing Authorities are beginning the process and examples were given of proposed and implemented policies. Anita distributed a sample policy to the Board. It is almost a guarantee that these policies will be legally challenged and Anita will be following and reporting to the Board all information she obtains in regards to these policies.

Anita also attended a session on how to be more effective legislatively. As issues arise that require contacting Legislators, Anita will inform the Board AND residents. It is very important to call on our residents to contact their representatives to support or voice concerns with Bills which affect Public Housing.

Anita presented the Board with the Fee Accountant's contract. The fee has already been approved as part of the FYE 2012 Budget. After review and discussion, Marcia Cairns made a motion to accept the Contract as presented. Joan Welsh seconded the motion.

All in favor.

Anita attended a meeting to discuss the results of the “regionalization” survey. This meeting had attendees from West Boylston, Boylston and Sterling. The consensus of the meeting is that it would be prudent for the Towns to work together to solve similar Housing Issues. Cooperatively submitting grant applications for a Housing Advisor was suggested. At the meeting it was established that a few representatives from each Town should form a group to begin working together immediately.

The Housing Task Force hired the CMRPC to create a Housing Production Plan for the Town. Community Preservation Funds were used for the Plan. At this Point Leon Gaumond, Town Administrator is asking for each Board, including the Housing Authority to review to Plan and a representative to attend a meeting which was originally scheduled for December 27, 2010, but will be rescheduled to some time next year. Anita will let the Board know when she is given the new meeting date.

Unfinished Business:

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

Although it is winter, Anita and Chuck think it is important to begin the process of hiring a contractor for at least one roof. There is one roof which is in such poor repair that Chuck does not think it will make it through the winter without leaking. Anita will begin collecting bids for the roof for Bldg 9 & 10 only, using the awarded Community Preservation Funds.

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.. Delays in obtaining passwords through the Town and State have made it impossible to complete the grant for this year. Anita and Marcia will begin the process over the next months to ensure they will be submitting a request for the next deadline.

Paul Menard fencing will be tabled until March 2011

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 December NAHRO newsletter was reviewed and discussed.

Review and Approval of Minutes

Joan Welsh made a motion to accept the minutes of the November 3, 2010 Regular Board meeting. Marcia Cairns seconded the motion. All in favor

Adjournment

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

Respectfully submitted,

Anita Sullivan
Executive Director