**Northbridge Housing Authority 12 Colonial Drive Whitinsville, MA 01588 Tel. 508-234-7736 Fax 508-234-4996**

**Email: brett@northbridgehousing.org**

Board Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive

Date: Wednesday, Jan 30, 2019

Time: 4:45 p.m.

**Roll Call - Present:**

 **John O’Brien**

**Christina Simonian**

 **Sue Brouwer**

 **Shelley Buma**

**Member’s Absent**

**Others Present**: Brett R. Lambert, Interim Executive Director, Abe Resident

Meeting to order at 4:48 pm

**Open Session**

* Residents talked about how well snow removal was kept up during storm.

**Minutes**:

* Motion by Sue Brouwer to postpone the approval of the minutes of January 9th, 2019 till next meeting. seconded by Shelley Buma

**Vote: Unanimous**

**Approval of Account Payables Warrant:**

* Motion by Sue Brouwer to approve 1/09/19-1/30/19 accounts payable payments, seconded by Christina Simonian. **Vote: Unanimous**
* End of month January 2019 Fee account statement. **(Reviewed by BOC)**.

**Approval of Revised Budget:**

* Motion by Sue Brouwer to accept the Revised budgets, seconded by Shelley Buma

**Vote: Unanimous (Signed Certification by BOC)**

**Occupancy Report:**

* 1 lake terrace in the middle of renovations
* 3 lake terrace almost completed maintenance
* 24 lake terrace just moved out

**Maintenance:**

Snow removal

Completed inspection work orders at colonial drive

**New Order:**

* Posted for the Executive Directors position as required by DHCD
* Computer backup policy to build one
* Payroll policy to build one
* Motion by sue Brouwer to continue the discussing on the new policy to next meeting second shelly Buma.

**Vote: Unanimous**

**Motion by S**helleyBuma to executive session. Second Sue Brouwer

**Vote: Unanimous 5:15pm**

**Roll Call - Present:**

 **John O’Brien**

**Christina Simonian**

 **Sue Brouwer**

 **Shelley Buma**

**Executive Session:**

* Tina Myers Discussion and correspondences
* Seek outside council

**Motion** by Shelley to have Brett Lambert mail Tina Myers her personnel file second Sue Brouwer

**Vote: Unanimous**

**Board Meeting date:**

NHA’s next board meeting scheduled TBD

* No further business to come before the board a motion Shelley Buma second Sue Brouwer

to adjourn the meeting at 5:55 pm

**Vote: Unanimous**