

Northbridge Housing Authority  
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**Meeting of Northbridge Housing Authority**

**Place:** Community Room at Colonial Drive  
**Date:** Wednesday, November 7, 2018  
**Time:** 4:30 p.m.

NORTHBRIDGE TOWN CLERK  
DOUGLAS J. CROWNE

**Roll Call - Present:**

Christina Simonian  
John O'Brien  
Shelley Buma  
Sue Brouwer

**Member's Absent**

None

**Others Present:**

Tina T. Myers, Executive Director, Residents

Meeting to order at 4:30 pm

**Minutes:**

- Motion made and seconded to accept the minutes of September 19, 2018,  
**Vote: Unanimous**

**Approval of Account Payables Warrant:**

- Motion made and seconded to approve the accounts payable payments 9/19/2018 to 10/22/2018,  
**Vote: Unanimous**
- Reviewed Fee Accountant end of month statements September 2018. Reviewed by BOC.

**Approval of Amendment to: Grounds, Unit and Yard Policy:**

- Reviewed the policies include in the handbook, Shelly to complete revisions for next meeting.
- **Vote: Unanimous**

**Approval of Amendment to: Grievance Procedure Policy:**

- Motion was made to appoint a single member grievance panel with Lenard Smith at the primary Hearing officer and Gregg Parker as the alternate.  
**Vote Unanimous**

**Open Forum: None**

**New Business:**

- Tina noted the AUP Auditors requested the vacation time be corrected to add a 3<sup>rd</sup> week of vacation after 5 years. Will prepare revised contract to be approved by DHCD.
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**DHCD Projects Updates:**

Provided updates on:

- a. DHCD #216053
- b. DHCD #216048
- c. Reviewed Capital Improvement Plan

**Vacancy:**

1. 1 Colonial Drive
2. 29 Lake Terrace.

**Maintenance:**

1. Painting of Colonial Drive updates discussed. Suggested contacting the Sheriff for assistance
2. Tractor/trailer budget discussed, Tina noted DHCD allowed the expense after discussion
3. Picnic tables/benches discussed.
4. Capital Improvements at Sutton Street discussion
5. Annual inspection discussion.
6. Extermination issue at Lake Terrace.
- 7.

**Board Meeting date:**

- NHA's next board meeting scheduled for the last Wednesday of the month at 4:30pm, next meeting to be held on November 28, 2018 at 4:30pm.
- No further business to come before the board a motion by John O'Brien to adjourn the meeting at 5:48 pm seconded by Sue Brouwer.
- **Vote: Unanimous**