

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

Place: Community Room  
Date: Wednesday, January 27, 2016  
Time: 4.00 p.m.

NORTHBRIDGE TOWN CLERK  
DANIEL J. BURROUGHS

**Roll Call - Present:**

John Shannahan  
John O'Brien  
Robert Burrows  
Shelley Buma

**Others Present:** Tina T. Myers, Executive Director

**Minutes:**

- Motion by Shelley Buma to open the meeting at 4:04 p.m. seconded by Robert Burrows
- **Vote: Unanimous**
- Motion by Shelley Buma to accept the minutes of December 30<sup>th</sup>, 2015' as amended, seconded by John O'Brien
- **Vote: Unanimous**

**Account Payables Warrant:**

- Motion by Shelley Buma to approve January 27, 2016 accounts payable payments for \$38,244.35 seconded by Robert Burrows
- **Vote: Unanimous**

**Change Order Executed on DHCD #216042:**

- Motion by Shelley Buma to approve execution of change order #2 on DHCD #216042, seconded by John O'Brien
- **Vote: Unanimous**

**Waiver for 2016 recertifications**

- Motion by Robert Burrows to approve waiver for recertification to be extended until 2017 (unless residents have a 10% increase or a decrease), seconded by John O'Brien
- **Vote: Unanimous**

**Correspondence/Executive Director report:**

- On list for Energy Audit
- Updates on DHCD funding and project #216040
- Update on replacement status of washers and dryers
- State Inspection for Program 689/Sutton Street to completed on January 22<sup>th</sup>, 2015
- Update on trash solution for Colonial Drive
- Keyless entry solution
- Discussion on updating of the Community Room at Colonial (sponsorship)

- Update on procurement on all the accounts payable
- Extermination course of action/upcoming conclusive inspections of all units at Northbridge Housing Authority
- Maintenance Supervisor out on Worker's Compensation coverage in place
- Update on Ethics Training to be completed by both Board and all Staff

#### **New Business**

- Vacancies: 0 total. 2 offline for handicap conversion.

#### **Board Meeting date:**

- NHA's regular board meeting scheduled for the last Wednesday, next meeting to be held on February 24th, 2016 at 4pm.
- No further business to come before the board a: Motion by Robert Burrows to adjourn the meeting at 5 p.m. seconded by John O'Brien.
- **Vote: Unanimous**