

Northbridge Housing Authority
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Rescheduled Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: Wednesday, October 25th, 2017
Time: 4:00 p.m.

NORTHBRIDGE TOWN CLERK
DOREEN A. CEDRONE

Roll Call - Present:

Kathleen Charbonneau
John O'Brien
John Shannahan

Member's Absent

Shelley Buma

Others Present:

Tina T. Myers, Executive Director,
Residents: Michael Kennedy, and Abraham Hekemian

Meeting to order at 4:05 pm

Minutes:

- Motion by Kathleen Charbonneau to accept the minutes of September 27th, 2017 seconded by John Shannahan
John O'Brien (abstain due to absence).
Vote: 2, 1 abstain

Approval of Account Payables Warrant:

- Motion by John O'Brien to approve 09/27/17-10/25/2017 accounts payable payments, seconded by Kathleen Charbonneau.
- End of month September 2017 Fee account statement.
- **Vote: Unanimous**

Approval of Certificate of Substantial Completion DHCD #216040:

- Motion by John O'Brien to approve, seconded by Kathleen Charbonneau.
- **Vote: Unanimous**

Approval of Wage Match PHN 2017-24 Certification of acknowledgement regarding confidentiality of the DOR's information:

- Motion by John O'Brien to approve, seconded by Kathleen Charbonneau.
- **Vote: Unanimous**

Approval to trade/scrap trailer:

- Motion by John O'Brien to approve, seconded by Kathleen Charbonneau.
- **Vote: Unanimous**

Distribution of Open Meeting Law info for Town of Northbridge:

- Attending Board members received distribution, and those present signed.

DHCD Projects Updates:

Provided updates on:

- a. DHCD #216040 (rehab apartments, 29 & 30)
- b. DHCD #216045 Sutton Street

Vacancy:

1. 29 & 30 Lake Terrace back online, and currently leased.
2. 1 vacancy reported.

Maintenance:

1. New Trailer.
2. CIP upcoming projects.
3. Dual Handicap access at community room at LT/Fund kickback from DHCD# 216040

Correspondence from Guests/Executive Director report:

- AUP completed on 10/11/17-will present findings when received.
- CIP projects updated, resubmission of CIP plan to include resident reasonable accommodation at LT, submitted to DHCD for approval on 10/19/2017.

Open Forum:

1. Resident brought forward about applicant list questions/previous reapplying applicant procedures.
2. Snow procedures, extra paths at Colonial and making sure all doorways are clear of snow for emergency access.
3. AC policy.
4. Notice to move any furniture or miscellaneous items from common areas at LT. cc'd to Northbridge FD.
5. Fire Alarm checks.
6. Inside safety concerns about blocking all doorways.

Board Meeting date:

- NHA's next board meeting scheduled for the last Wednesday of the month at 4pm, next meeting to be held on November 29th, 2017 at 4pm.
- Discussed making December board meeting for: 12/20/2017 at 4pm. (due to holidays)
- No further business to come before the board a motion by John O'Brien to adjourn the meeting at 4:33 pm seconded by Kathleen Charbonneau.
- **Vote: Unanimous**