

Northbridge Housing Authority
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Regular Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: February 22, 2017
Time: 4 p.m.

NORTHBRIDGE TOWN CLERK
BOYLE M. DEBROHE

Roll Call - Present:

John O'Brien
Kathleen Charbonneau
John Shannahan

Member's Absent

Shelley Buma

Others Present:

Tina T. Myers, Executive Director,
Steve Hines, Rise Engineering
Mike McGhee, Daikin North America LLC
Ed Malloy, Mercury Mechanical Services
Residents'

Meeting to order at 4:05pm

Minutes:

- Motion by John O'Brien to accept the minutes of December 7th, 2016, seconded by Kathy Charbonneau
Vote: Unanimous

Account Payables Warrant:

- Motion by John O'Brien to approve 12/28/16-02/22/17 accounts payable payments, seconded by Kathleen Charbonneau.
- End of month December and January Fee account statement.
- **Vote: Unanimous**

Approval of Executive Director contract

- Awaiting revised copy from DHCD, will present at March Board Meeting.

Approval of December 5th, 2016 Board of Selectman for Town of Northbridge Joint meeting with Board of Commissioners of Northbridge Housing:

- Motion to approve Kathleen Charbonneau.
- **Vote: Unanimous (John O'Brien, abstention). Vote: "aye" by Shelley Buma on 01/25/17.**

DHCD Lead Certification:

All Board members signed.

Vacancy:

1. 29 & 30 Lake Terrace Offline (under DHCD rehab project #216040).
2. 6A filled as of 02/08/2017.

Maintenance:

1. Heat Pump project at Colonial discussed.
2. Snow Removal meeting on 01/11/2017 revamped and implemented new plan.
3. Sutton Street yearly inspection walk-thru on 02/06/2017.
4. Sutton Street contract work: Insulation of back entrance (part of DHCD #216045)

Correspondence from Guests/Executive Director report:

- Guest speakers from RISE Engineering, Daikin, and Mercury Mechanical discussed heat pump project and open forum Q&A's.
- DHCD project updates on #216040, #216045, #216046.
- New Budget highlighted. Windows at Colonial Drive, regrouting of tubs/both sites.
- Update on OBRA
- Submitted Annual Report to Town of Northbridge.
- TV cable service set up in both Community rooms.
- State Ethics Conflict of Interest Law by Board. All members submitted certification.

Board Meeting date:

- NHA's next board meeting scheduled for the last Wednesday of the month at 4pm, next meeting to be held on March 29th at 4pm.
- No further business to come before the board a: Motion by John O'Brien to adjourn the meeting at 5:02 pm seconded by Kathleen Charbonneau.
- **Vote: Unanimous**