

Northbridge Housing Authority
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Regular Meeting of Northbridge Housing Authority

Place: Community Room
Date: Wednesday, February 24, 2016
Time: 4.00 p.m.

NORTHBRIDGE TOWN CLERK
DEPT. OF PUBLIC WORKS

Roll Call - Present:

John Shannahan
John O'Brien
Robert Burrows

Member's Absent

Shelley Buma

Others Present:

Tina T. Myers, Executive Director
Jenna Milne, CPA

Minutes:

- Motion by Robert Burrows to open the meeting at 4:03 p.m. seconded by John O'Brien
- **Vote: Unanimous**
- Motion by Robert Burrows to accept the minutes of January 27, 2016' as amended, seconded by John O'Brien
- **Vote: Unanimous**

Account Payables Warrant:

- Motion by Robert Burrows to approve February 24, 2016 accounts payable payments for \$25,508.77 seconded by John O'Brien
- **Vote: Unanimous**

Certification of Compliance with Notification Procedures for Federal and State Lead Paint:

- Motion by Robert Burrows to approve certification, seconded by John O'Brien
- **Vote: Unanimous**

Fiscal Budget for 2015 and Fiscal Year 2016

- Motion by Robert Burrows to approve amendment of 2015 to include Executive Director's salary as of November 9th, 2015, and approval for projected Fiscal Year 2016, seconded by John O'Brien
- **Vote: Unanimous**

Correspondence/Executive Director report:

- Energy Audit to be scheduled
- Updates on DHCD funding and project #216040 and #216045
- New washers and dryers to be delivered April 1st, 2016
- 689/Sutton Street update on repairs
- Capital Improvement plan complete and Tenant's meeting held on 02/17/2016 @ 9 am.
- Keyless entry solution update

- Discussion on updating of the Community Room at Colonial (sponsorship)
- Fire Department Compliance Inspection 03/03/2016 @ 9am at Lake Terrace
- Extermination course of action complete

New Business

- Vacancies: Upcoming 1 as of March 1st, 2016. 2 offline for handicap conversion.

Board Meeting date:

- NHA's regular board meeting scheduled for the last Wednesday of the month, next meeting to be held on March 30th, 2016 at 4pm.
- No further business to come before the board a: Motion by Robert Burrows to adjourn the meeting at 4:45 p.m. seconded by John O'Brien.
- **Vote: Unanimous**