

Northbridge Housing Authority
12 Colonial Drive Whitinsville, MA 01588
Tel. 508-234-7736 Fax 508-234-4996
Email: nbhousing@verizon.net

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Regular Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: March 29th, 2017
Time: 4 p.m.

NORTHBRIDGE TOWN CLERK
DOYLE & GENDRON

Roll Call - Present:

John O'Brien
Kathleen Charbonneau
John Shannahan

Member's Absent

Shelley Buma

Others Present:

Tina T. Myers, Executive Director,
Karen O'Leary, Fenton & Ewald, Associates

Resident

Meeting to order at 4:20pm

Minutes:

- Motion by John O'Brien to accept the minutes of February 22nd, 2017 seconded by Kathy Charbonneau
Vote: Unanimous

Account Payables Warrant:

- Motion by John O'Brien to approve 02/22/17-03/29/17 accounts payable payments, seconded by Kathleen Charbonneau.
- End of month February Fee account statement.
- Motion by John O'Brien to approve the removal of old tenant balances in the amount of: \$12,536.76, seconded by Kathy Charbonneau
- **Vote: Unanimous**

Approval of Executive Director contract:

- Motion by John O'Brien to accept the Executive Director contract seconded by Kathy Charbonneau
- **Vote: Unanimous**

Presentation by Karen O'Leary to a:

- Motion by John O'Brien to accept the Executive Director contract seconded by Kathy Charbonneau
- **Vote: Unanimous**

DHCD Lead Certification FY' 17:

All Board members signed.

Vacancy:

1. 29 & 30 Lake Terrace Offline (under DHCD rehab project #216040).
2. 4B filled as of 04/01/17 to be filled on 04/10/17.

Maintenance:

1. Spring cleanup
2. Maintenance plan discussed.
3. Truck yearly inspection to be done.

Correspondence from Guests/Executive Director report:

- New budget, for window sealant/bathroom fans/regrouting on tubs for Colonial/Lake Terrace to be determined.
- DHCD project updates on #216040, #216045, #216046.
- RISE applications for refrigerators.
- Replacement of LED lighting exterior/hallways/maintenance shop at Lake Terrace
- Landscaping design.
- TV cable service set up in both Community rooms.
- CIP plan/postings
- Parking stickers to be begin implementation on 05/01/2017.

Board Meeting date:

- NHA's next board meeting scheduled for the last Wednesday of the month at 4pm, next meeting to be held on April 26th, 2017 at 4pm.
- No further business to come before the board a: Motion by John O'Brien to adjourn the meeting at 5:30 pm seconded by Kathleen Charbonneau.
- **Vote: Unanimous**