

Northbridge Housing Authority  
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Regular Meeting of Northbridge Housing Authority  
Place: Community Room  
Date: Wednesday, March 30th, 2016  
Time: 4.00 p.m.

NORTHBRIDGE TOWN CLERK  
DOREEN A. CEDRONE

**Roll Call - Present:**

John Shannahan  
John O'Brien  
Robert Burrows

**Member's Absent**

Shelley Buma

**Others Present:**

Tina T. Myers, Executive Director  
Residents: Michael Kennedy  
Kathleen Charbonneau

**Minutes:**

- Motion by Robert Burrows to open the meeting at 4:28 p.m. seconded by John O'Brien
- **Vote: Unanimous**
- Motion by Robert Burrows to accept the minutes of February 24, 2016, seconded by John O'Brien
- **Vote: Unanimous**

**Account Payables Warrant:**

- Motion by Robert Burrows to approve February 24, 2016 accounts payable payments for \$32,856.04 seconded by John O'Brien
- **Vote: Unanimous**

**Approval of State Contract between Northbridge Housing Authority and Fenton, Ewald, & Associates to begin April 1, 2016-April 1, 2017:**

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

**Approval of Policy for Non-Smoking Property Policy/Lease Addendum effective September 1, 2016**

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

**Approval of Application for Payment #2 for DHCD FISH #216042 and Approval for final Certificate of Completion for DHCD FISH #216042:**

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

**Correspondence/Executive Director report:**

- Energy Audit performed at Colonial Drive on 03/21/2016. Application for Lake Terrace/Sutton Street submitted.
- Updates on DHCD funding and project #216040 and #216045
- New washers and dryers to be delivered April 1<sup>st</sup>, 2016
- 689/Sutton Street update on repairs
- Robert Burrows vacating Board Member position at term end of: 05/17/2016.
- Administrative position opening as of: 04/11/2016.
- Discussion on updating of the Community Room at Colonial (sponsorship)
- Tenant's Non-Smoking resource meeting April 16, 2016 at 11am. Colonial Community Room.
- Student's volunteer participation.

**New Business**

- Vacancies: 2 as of April 1, 2016. (2 offline for handicap conversion.)
- Maintenance: Tools, Garage Cleanout
- Application for Destruction

**Board Meeting date:**

- NHA's regular board meeting scheduled for the last Wednesday of the month, next meeting to be held on April 27, 2016 at 4pm.
- No further business to come before the board a: Motion by Robert Burrows to adjourn the meeting at 5:03 p.m. seconded by John O'Brien.
- **Vote: Unanimous**