

Northbridge Housing Authority
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Rescheduled Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: July 5th, 2017
Time: 5:30 p.m.

NORTHBRIDGE TOWN CLERK
BREEN A. CEDRONE

Roll Call - Present:

John O'Brien
Kathleen Charbonneau
John Shannahan

Member's Absent

Shelley Buma

Others Present:

Tina T. Myers, Executive Director,
Resident

Meeting to order at 5:39 pm

Minutes:

- Motion by John O'Brien to accept the minutes of May 15th, 2017 seconded by Kathy Charbonneau
Vote: Unanimous

Account Payables Warrant:

- Motion by John O'Brien to approve 05/15/17-06/28/17 accounts payable payments, seconded by Kathleen Charbonneau.
- End of month May 2017 Fee account statement.
- **Vote: Unanimous**

Approval of DHCD #216045 Contract between Nationwide Construction Inc.

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

Approval to appoint Executive Director as Chief Procurement Officer/Records Access Officer for the Northbridge Housing Authority pursuant to the new Public Records Law G.L. c.66, section 10 and G.L c.4, Section 7(26):

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

Approval of amendments DHCD Executive Director Contract.

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

Scheduling of Board meeting for Summer 2017:

- Meeting in July 2017, no Board meeting in August (unless special circumstances) Regular schedule to begin in September 2017.

New Business:

Provided updates on:

- a. DHCD #216040 (rehab apartments, 29 & 30)
- b. DHCD #216045 (Sutton Street)
- c. DHCD #216046 (Roofs at Colonial Drive (follow-up with DHCD about additional roof to be added and building 10 for review of shingle work)

Vacancy:

1. 29 & 30 Lake Terrace Offline (under DHCD rehab project #216040).
2. 2 vacancies.

Maintenance:

1. Maintenance Plan per PMR reviewed.

Correspondence from Guests/Executive Director report:

- New budget for window sealant/bathroom fans/regrouting on tubs.
- RISE for Lake Terrace refrigerator contract.
- PMR DHCD site visit on 06/14/17.
- Grievance panel.
- Planning of CIP projects.

Board Meeting date:

- NHA's next board meeting scheduled for the last Wednesday of the month at 4pm, next meeting to be held on July 26th, 2017 at 4pm.
- No further business to come before the board a motion by John O'Brien to adjourn the meeting at 6:43 pm seconded by Kathleen Charbonneau.
- **Vote: Unanimous**