

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

Regular Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: May 15th, 2017
Time: 4 p.m.

Roll Call - Present:

John O'Brien
Kathleen Charbonneau
Shelley Buma

Member's Absent

John Shannahan

Others Present:

Tina T. Myers, Executive Director,
Resident

Meeting to order at 4:03pm

Minutes:

- Motion by John O'Brien to accept the minutes of March 29th, 2017 seconded by Kathy Charbonneau
Vote: Unanimous

Account Payables Warrant:

- Motion by John O'Brien to approve 03/29/17-05/15/17 accounts payable payments, seconded by Kathleen Charbonneau.
- End of month March Fee account statement.
- **Vote: Unanimous**

Approval of DHCD #216040 Change order #1 and #6:

- Motion by John O'Brien to accept the change orders #1 and #6 for DHCD project 216040, seconded by Kathy Charbonneau
- **Vote: Unanimous**

Certification of yearend financial Statements:

All Board members signed.

DHCD Lead Certification FY' 17:

All Board members signed.

Certification of yearend financial Statements:

All Board members reviewed.

Approval of Parking policy:

- Motion by John O'Brien to accept the implementation of stickers seconded by Kathy Charbonneau, with recommendation to review with Legal Department about the imposition of fines associated with violations will present at next Board meeting.
- **Vote: Unanimous**

NORTHBRIDGE TOWN CLERK
05/15/2017 12:00 PM

17 JUL 17 PM 2:09

Approval of Eagle Eye Contracting for DHCD #216046:

- Motion by John O'Brien to appoint Shelley Buma as acting interim contract officer and to accept the contract for roofing to be done at Colonial Drive, seconded by Shelley Buma.
- **Vote: Unanimous**

New Business:

Provided updates on:

- a. DHCD #216040 (rehab apartments, 29 & 30)
- b. DHCD #216045 (Sutton Street)
- c. DHCD #216046 (Roofs at Colonial Drive)
- d. DHCD correspondence updated formula funding letter

Vacancy:

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

Maintenance:

1. Landscaping
2. Maintenance plan discussed.

Correspondence from Guests/Executive Director report:

- Contract for new efficiency refrigerators.
- Update on heating/cooling project.
- Arborvitaes installation.
- CIP plan/postings.
- Parking stickers to be begin implementation on 05/01/2017.
- Request from BOC to advertise on Northbridge Town website NHA's open state appointee position.

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 4:49 pm seconded by Shelley Buma.
- **Vote: Unanimous**