

**NORTHBRIDGE HOUSING AUTHORITY
12 COLONIAL DRIVE
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NORTHBRIDGE TOWN CLERK
DORIS V. THORNE

**Notice of Regular Meeting to be held on
Wednesday, March 30, 2016
12 Colonial Drive, Whitinsville, MA 01588
At 4:00 p.m.**

AGENDA:

1. Roll Call
2. Approval of February 24th, 2016 minutes (Board Vote)
3. Accounts Payable warrant as of from dates: 02/24/16-03/30/2016 (Board Vote)
4. Certification of Compliance with Notification Procedures for Federal and State Lead Paint (Board Vote)
5. Approval of state contract between Northbridge Housing Authority and Fenton, Ewald, & Associates, P.C. to begin April 1, 2016 (Board Vote)
6. Approval of policy for Non-Smoking Property Policy/Lease Addendum (Board Vote)
7. Approval of 1 (to be signed) Application and Certificate for Payment #2 for the subject project. This payment is the final payment and includes work completed through January 6th, 2016. And 1 (to be signed) Certificate of Final Completion (Board Vote)
8. **Correspondence:** DHCD regarding list for Energy Audit
9. **Old Business:**
 - a. DHCD Project updates on #216040 (rehab units 29,30), #216045 (roof)
7. **New Business:**
 - a. Vacancy-Unit 11. Vacate as of April 1st, 2016 9D. Unit 4 to be redone/move tenant at Lake Terrace from unit 30 over to 4 once complete
 - b. Maintenance
 1. tools
 2. garage cleanout April 4th, 2016 (wish list Bench Grinder workstation set up)
 3. Includes organization and application for destruction of old records
 - c. Application for Energy Audit for Lake Terrace and Sutton Street submitted on 2/24/16
 - d. Robert Burrows notice to vacate Board position effective May 17th, 2016. opening for a Tenant Board position.
 - e. Add/Delete (updating signatures) for Pet Deposit Account with Bank of America Merrill Lynch
 - f. Administrative Assistant position vacant effective 4/11/2016
 - g. Student Volunteer grounds work project
 - h. Tenant's meeting hosted by the Public Health Advocacy Institute regarding Non-Smoking policy/provision of aid to smokers with resources made available, i.e., smoking cessation local programming

8. Other Business:

a. Executive Director Report

9. Next Board meeting: April 27th, 2016 at 4:00 pm