

**NORTHBRIDGE HOUSING AUTHORITY  
12 COLONIAL DRIVE  
WHITINSVILLE, MA 01588  
t. 508-234-7736 f. 508-234-4996  
email: nbhousing@verizon.net**

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DORCEY W. DEORONE

**Notice of Regular Meeting to be held on  
Wednesday, May 25, 2016  
12 Colonial Drive, Whitinsville, MA 01588  
At 4:00 p.m.**

**AGENDA:**

- 1. Roll Call**
- 2. Note:** There was no April 2016 Board Meeting
- 3. Accounts Payable** warrant as of dates: 03/30/2016 (Board Vote)
- 4. Old Business:** Certification for Quarterly Operating Statements to be signed by Executive Director and Board of Commissioners.
  - a. DHCD Project updates on #216040 (rehab units 29,30), #216045 (roof) Project out to Bid for Contractors, and Walk-thru was performed on March 3<sup>rd</sup> for Project Bid, March 11<sup>th</sup> for Electrical Bid (Lake Terrace) and Roof Evaluation at Sutton St on March 20<sup>th</sup>.
- 7. New Business:**
  - a. Vacancy-Unit 3. Unit 4 to be redone/move tenant at Lake Terrace from unit 30 over to 4 once complete.
  - b. Maintenance
    1. tools (Drill purchased at Home Depot).
    2. Benches and Picnic Benches TO be completed in June.
  - c. Energy Audit performed at Colonial Drive on May 19<sup>th</sup>, 2016. Application for Energy Audit still pending for Lake Terrace and Sutton Street submitted 2/26/16.
  - d. Bed Bugs/Rodent issue at Lake Terrace/Plan of Action.
  - e. Administrative Assistant position filled May 9<sup>th</sup>, 2016.
  - f. Bank of America letter to be signed by members of Board to close pet account. To re-open pet deposit account at UniBank.
  - g. 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 next tenant support meeting on July 13<sup>th</sup>, @ 10:30 am.
  - h. Review of ED/Sick time accrual discussion.
  - i. Sponsorship Letter for Community Room Renovation Project.
  - j. Previous Practice of Painting Contractor discussion.
- 8. Next Board meeting: June 29th, 2016 at 4:00 pm**