

**NORTHBRIDGE HOUSING AUTHORITY
12 COLONIAL DRIVE
WHITINSVILLE, MA 01588
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NORTHBRIDGE TOWN CLERK
DOREEN Z. CEDRONE

**Notice of Regular Meeting to be held on
Wednesday, September 7th, 2016
12 Colonial Drive, Whitinsville, MA 01588
At 4:00 p.m.**

AGENDA:

- 1. Roll Call**
- 2. Approval of July 27th, 2016, Board Meeting minutes (Board Vote).**
- 3. Accounts Payable warrant as of from dates: 7/27/2016-8/31/2016 (Board Vote).**
- 4. Authority to award contract on DHCD #216040 to Zander Corporation in the amount of: \$218,900.00 (Board Vote).**
- 5. Old Business:**
 - a. DHCD Project updates on #216040 (rehab units 29,30), #216045 (roof).
- 6. New Business:**
 - a. Vacancy:
 1. 4 Lake Terrace vacant on 9/1/2016.
 2. 18 Lake Terrace vacant on 9/1/2016
 3. 8 Lake Terrace leased on 8/22/2016
 - b. Maintenance
 1. Picnic tables and benches by September 15th, 2016.
 2. Sutton Street roof inspection by DHCD on 8/24/16.
 3. Trimming of all trees and bushes @ Colonial on 8/24/-8/26/16.
 4. Preventative Maintenance Plan with REACT September 3026.
 5. Past due work order log complete by 9/1/16.
 6. Porch light project at Colonial completed by 9/30/16.
 7. Replacement of Maintenance cell phone due to damage 8/22/16.
 - c. Heat Pump project at Colonial Drive through RISE Engineering. Signed contract, work should go underway September/October.
 - d. Unibank itemized Pet Deposit Accounts to be opened on 8/29/16.
 - e. Tenant interest in open Board position.
 - f. Unibank Sponsorship award \$1000.00.
- 7. Next Board meeting: September 28th, 2016 at 4:00 pm**