

**NORTHBRIDGE HOUSING AUTHORITY  
12 COLONIAL DRIVE  
WHITINSVILLE, MA 01588  
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NORTHBRIDGE TOWN CLERK  
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**Notice of Regular Meeting to be held on  
Wednesday, November 30<sup>th</sup>, 2016  
12 Colonial Drive, Whitinsville, MA 01588  
At 4:00 p.m.**

**AGENDA:**

1. **Roll Call**
2. Approval of September 7<sup>th</sup>, 2016, Board Meeting minutes (Board Vote).
3. Accounts Payable warrant as of from dates: 09/07/16-11/30/16 \$62,473.61 (Board Vote).
4. Renewal of ED contract (Board Vote).
5. Approval of November 21<sup>st</sup>, 2016 Board of Selectman joint minutes (Board Vote)
6. Request to amend Air Conditioner policy from October 15<sup>th</sup> date to November 1. (Board Vote).
7. Fee Accountant end of month Statement.

**Old Business:**

**a. DHCD Project updates:**

- b. #216040 (rehab units 29,30) Notice to proceed on 09/16/16-estimated completion: 02/19/16.
- c. #216045 (roof), inspection of roof on 8/24/16, funds approved 10/01/16, awaiting drawings, and will be put out to bid in December per DHCD.
- d. #216046 Emergency roofs at Colonial put out to bid in December per DHCD.

**6. New Business:**

**a. Vacancy:**

1. 4 Lake Terrace leased on 9/14/16
2. 18 Lake Terrace leased on 10/19/16 (Emergency).
3. At full compliance with NE/Disabled population 13.5%.
4. 29 & 30 LT offline (under DHCD rehab project #216040).

**b. Maintenance:**

1. Picnic tables and benches ongoing.
2. Sutton Street gutter/heat stripping project completed on 11/21/16.
3. Trimming of all trees and bushes @ Colonial on 8/24/16-8/26/16.
4. Porch light/sign light project at Colonial completed by 12/31/16.
5. Maintenance update on positions with new hours.
6. Safety tread to be replaced on all stairwells at Lake Terrace complete by 12/01/16.
7. Trash area, concrete pad installation part of DHCD #216042.
8. Clean up/Installation for trees for concrete padding area complete by 12/01/16.
9. Oil change on truck 11/28/16.
  - c. Heat Pump project at Colonial Drive through RISE Engineering. work started 10/17/16-12/15/16.
  - d. Tenant interest in open Board position.

- e. Audit Preparations-Audit performed on 11/02/16, continued on-going follow-up.
- f. Unibank Pet deposit forms to be signed by Board.
- g. Tenant meeting social, 10/26/16, 1pm-2pm.
- h. Paper shred approved by State. 7 boxes shredded on 10/19/16.
- i. KPF contracting countertop repair in 7B countertop/work at Sutton St installation on back entrance to be completed by 12/15/16.
- j. DHCD yearly safety inspections to be performed on 12/05/16.
- k. Colonial Drive community room furniture ordered on 11/23/16.
- l. TV's ordered for both community rooms ordered on 11/23/16.
- m. Water bill and Sewage Sutton Street.
- n. Donation of sand by DPW on 11/23/16.
- o. Snow team assembled.
- p. Request to Blackstone Tech/Paint Community room
- q. Submission to Home Depot for sponsorship.

**7. Next Board meeting: December 28th, 2016 at 4:00pm**