

NORTHBRIDGE HOUSING AUTHORITY
12 COLONIAL DRIVE
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DEPT. OF PUBLIC WORKS

Notice of Regular Meeting to be held on
Wednesday, December 7th, 2016
12 Colonial Drive, Whitinsville, MA 01588
At 11:00 a.m.

AGENDA:

1. Roll Call
2. Approval of September 7th, 2016, Board Meeting minutes (Board Vote).
3. Accounts Payable warrant as of from dates: 09/07/16-11/30/16 \$60, 753.61 (Board Vote).
4. Renewal of ED contract (Board Vote).
5. Approval of November 21st, 2016 Board of Selectman joint minutes (Board Vote)
6. Request to amend Air Conditioner policy from October 15th 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.

8. New Business:

DHCD Correspondence:

1. Fiscal Year-End Schedule of all positions and compensation (Board Signature).
2. New 2017 Fair Market Rent Schedule.
3. Updated CIP approved on 10/19/2016.
4. Certified mailed on 12/05/2016, State Appointee notice to Sarah Glassman, Associate Director DHCD.

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