

Northbridge Housing Authority
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Meeting of Northbridge Housing Authority

Place: Community Room at Colonial Drive
Date: Wednesday, November 28, 2018
Time: 4:30 p.m.

NORTHBRIDGE TOWN CLERK
DORCEY A. PERONE

Roll Call - Present:

Christina Simonian
John O'Brien
Shelley Buma
Sue Brouwer

Member's Absent

None

Others Present:

Tina T. Myers, Executive Director, Residents
Wendy Peterson, Brett Lambert

Meeting called to order at 4:30 pm

Minutes:

- Motion made and seconded to accept the minutes of the November 7, 2018,
Vote: Unanimous

Approval of Account Payables Warrant:

- Motion made and seconded to approve the accounts payable payments 10/22/2018 to 11/26/2018, **Vote: Unanimous.**

Approval of Amendment to: Grounds, Unit and Yard Policy:

- Reviewed the handbook, O'Brien questioned the hours of the director and the requirements included in the new contract, after discussion, motion was made and seconded to place this on the next agenda to allow time for review.
- **Vote: Unanimous**

Approval of Substantial Completion and Final Completion for WP # 210651

- Motion was made and seconded to approve the Certificate of Substantial Completion
Vote: Unanimous
- Motion was made and seconded to approve the Certificate of Final Completion
Vote: Unanimous

Open Forum: None

New Business:

- Tina provided a letter to Sheriff Evangelidis requesting help painting.
- Tenant handbooks were distributed to all tenants

DHCD Projects Updates:

Provided updates on:

- d. DHCD #216051
- e. DHCD #216048
- f. Capital Improvement Plan approved on 11/26. Work plan for reasonable accommodations at 4c will begin on 12/15

Vacancy:

1. 1 Colonial Drive

Maintenance:

1. Tractor ordered, delivery in a few weeks
2. Discussed HVAC at Colonial Drive
3. Brett discussed maintenance issues including the mold problem on windows and the painting issues they encountered due to weather

Board Meeting date:

- NHA's next board meeting scheduled for the last Wednesday of the month at 4:30pm, next meeting to be held on November 28, 2018 at 4:30pm.
- No further business to come before the board a motion by John O'Brien to adjourn the meeting at 6:15 pm seconded by Sue Brouwer.
- **Vote: Unanimous**