

MINUTES OF REGULAR BOARD MEETING AUGUST 14, 2017
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:07 P.M. It was noted that the meeting was being recorded.

Present: Michael Paull, Katharine Kelleher, Robert McPhail, Patricia McKay, Steven Green

Motion by Michael Paull and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of July 10, 2017. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the minutes of the Special Board Meeting of July 21, 2017. The vote was unanimous.

Motion by Michael Paull and seconded by Robert McPhail to approve the minutes of the Special Board Meeting of August 7, 2017. The vote was unanimous.

Motion by Michael Paull and seconded by Patricia McKay to approve the July 2017 vouchers and bank balances. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Amendment #7 to Work Plan 5001. The vote was unanimous.

Motion by Michael Paull and seconded by Patricia McKay to designate Eileen Gibson as Contract Officer for the Harvard Court Split Heat Pump Project No. 338057, the Stetson Terrace Roof & Gutter Replacement Project No. 338056 and the Scattered Sites Chimney Tuckpointing/Repair Project No. 338055. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to accept the substantial completion on the Harvard Court Split Heat Pump Project No. 338057. The vote was unanimous.

Motion by Michael Paull and seconded by Robert McPhail to accept the final completion on the Harvard Court Split Heat Pump Project No. 338057, pending the engineer's signature. The vote was unanimous.

Motion by Michael Paull and seconded by Steven Green to accept the Executive Director's Report. The vote was unanimous.

Motion by Steven Green and seconded by Michael Paull to adjourn the meeting at 7:28 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING SEPTEMBER 18, 2017
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Steven Green, Robert McPhail, Patricia McKay

Absent: Michael Paull

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of August 14, 2017. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the August 2017 vouchers and bank balances and the July 2017 financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to award the Scattered Sites Chimney Repair Project No. 338055 to the low bidder, The Chimney Chap, pending favorable references from the Regional Capital Assistance Team. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve Change Order No. 1 for \$158,122.33 on the Harvard Court Fire Alarm Replacement Project No. 338058. The Whitman Fire Dept. is the "Authority Having Jurisdiction" and would not approve the fire alarm system be installed in two phases. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to designate Eileen Gibson as Contract Officer for the Harvard Court Fire Alarm Replacement Project No. 338058 and the Scattered Sites Chimney Repair Project No. 338055. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Public Records Request Policy. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Reasonable Accommodations Policy. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to write off \$463.00 on a vacated tenant account. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to close the office on Thursdays to walk-ins. Tenants and applicants will be seen by appointment only. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

Under new business, the Board discussed covering the furniture at Pine Circle with a tarp for the winter. The Director will add the request to the routine work order that calls for the picnic tables/furniture to be moved out of the way for winter.

During open forum, a tenant suggested that the Whitman Housing Authority put up cameras to better police the dissention between the elderly and family tenants. The Director will include more cameras in the FY 2018 budget which will be presented to, and voted on by the Board at a later date.

Motion by Steven Green and seconded by Robert McPhail to adjourn the meeting at 8:00 P.M.
The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

**MINUTES OF REGULAR BOARD MEETING NOVEMBER 13, 2017
HARVARD COURT, WHITMAN, MA**

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay

Excused: Steven Green, Michael Paull

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of October 11, 2017. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the October 2017 vouchers and bank balances and the financial and operating statements for period ending September 30, 2017. The vote was unanimous.

The Board discussed the results of the Performance Management Review:

<u>Category</u>	<u>Results</u>
Occupancy Rate	No Findings
Budget to Actual Variance	No Findings
Operating Reserves	No Findings
Capital Improvement Plan Submission	No Findings
Capital Spending	No Findings
Certifications and Reporting Submissions	No Findings
Unit Inspections	No Findings
Repairs	No Findings
100% of Inspection Work Orders Generated	No Findings
Work Order System Tracks/Reports W/O Types	No Findings
Timely Completion of Work Orders	No Findings
Preventive Maintenance Program Exists	Operational Guidance
Emergency Response System	No Findings
Health and Safety (Tenant Violations)	Corrected within 24 hours

The Director presented a written Preventive Maintenance Program which designates Eileen Gibson with the responsibility of reviewing and updating the Preventive Maintenance Plan on a regular basis, as well as in real-time, as new equipment is purchased. This was presented to the Board in response to the finding of operational guidance for the "Preventive Maintenance Program." Motion by Robert McPhail and seconded by Patricia McKay to approve the written Preventive Maintenance Program. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve and adhere to the following regulations in accordance with DHCD:760 CMR 4.00, 760 CMR 5.00, 760 CMR 6.00, 760 CMR 8.00, 760 CMR 11.00, 760 CMR 15.00, 760 CMR 18.00, 760 CMR 20.00, 760 CMR 47.00, 760 CMR 49.00, 760 CMR 53.00, 760 CMR 61.00. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to move the 705-2 Kitchen Renovation Project into active status in the FY 2018 capital plan and to submit a revision requesting to use emergency funding to address the replacement of two boilers in the (705) family housing units. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve all authorized employees with access to the Massachusetts Dept. of Revenue's Wage Match have read, acknowledge and understand the confidentiality of such information. The vote was unanimous. The Chairman's signature was required.

Motion by Patricia McKay and seconded by Robert McPhail to designate Eileen Gibson as the Personal Data Officer responsible for the privacy, confidentiality and security of personal data. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept substantial completion on the Stetson Terrace Roof & Gutter Replacement Project No. 338057, pending the architects signature. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the Executive Director's Report. The vote was unanimous.

The Director informed the Board that an appointment would be scheduled to have the lettering of "Whitman Housing Authority" painted on the maintenance truck.

During open forum the Board was presented with a petition from tenants requesting a large enclosed smoking area. The Director will look into the cost of an enclosed structure.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:15 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING DECEMBER 11, 2017
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Steven Green, Patricia McKay

Excused: Robert McPhail

Absent: Michael Paull

Motion by Steven Green and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of November 13, 2017. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the November 2017 vouchers and the October 2017 financial statements. The November 2017 bank balances were not available in time for the meeting. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to approve Change Order No. 3 for the Stetson Terrace Roof Replacement Project No. 338056 to reduce the contract construction cost by \$1,717.70. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to accept final completion on the Stetson Terrace Roof & Gutter Replacement Project No. 338056, pending the architect's signature. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept substantial completion of the Harvard Court Fire Alarm & Emergency Light Replacement Project No. 338058, pending the engineer's signature. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept substantial completion of the Pine Circle Site Improvement Project No. 338045, as of the date determined by the engineer. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept final completion of the Pine Circle Site Improvement Project No. 338045, pending the engineer's signature.

Motion by Patricia McKay and seconded by Steven Green to accept final completion of the Scattered Sites Chimney Tuckpointing & Repair Project No. 338055, pending RCAT Project Manager, Kate Ferreira's signature. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Change Order No. 2 on the Harvard Court Fire Alarm & Emergency Light Replacement Project No. 338058 in the amount of \$2,354.34 to add a beam detector in the community room rather than a separate detector between each beam. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to accept the Executive Director's report. The vote was unanimous.

The Board received a copy of a letter from the Town Manager, Frank Lynam, stating that the upcoming position opening on the Whitman Housing Authority Board would not be open for the May 2018 town election. As provided in Section 3 of Chapter 235 of the Acts of 2014 amended M.G.L. c. 121B, Section 5 and 5A, in pertinent part by reducing the number of town-elected members on an LHA from 4 to 3 and changing the composition of the 5-member LHA to the following: 3 members elected by the Town, one member appointed by the Department of Housing and Community Development, and one member who is a tenant of a building run by the LHA and is elected by tenants. The amended law requires DHCD to promulgate regulations governing the process for filling the tenant-elected seat.

The Director discussed the tenant petition requesting a gazebo that would shelter the smokers from inclement weather. The budget guidelines for the FY 2018 which began on July 1, 2017 have not yet been issued and until such time the Board cannot vote on the issue.

Motion by Steven Green and seconded by Patricia McKay to adjourn the meeting at 7:25 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director