

MINUTES OF REGULAR BOARD MEETING JANUARY 11, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:33 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

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

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of December 14, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the December 2020 vouchers and November 2020 bank balances and financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the results of the FY 2020 Agreed Upon Procedures (AUP) audit. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notices as explained in the Executive Director's Report. The vote was unanimous.

- 2020-40 "Management Services Agreement and Interim Executive Director Contract Guidelines and Templates"
- 2020-41 "December Coronavirus Relief Bill & State-Aided Public Housing"

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

Under "New Business", the Director was asked to remind Stetson Terrace residents that there is no congregating in the community room and to remind their homemakers and guests of this current policy. In a phonevite message sent on January 13, 2021, tenants were also reminded to exit the community building from the back door after 4:00 PM.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:21. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING FEBRUARY 8, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:00 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of January 11, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the January 2021 vouchers, December 2020 bank balances and financial statements and the operating statements for the quarter ending Dec. 31, 2020. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the Rent Policy as revised. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to write off \$5,220 in uncollectible debt for a (667) elderly development. Due to the Eviction Moratorium, the WHA was unable to take possession of the unit for (9) months. The vote was unanimous.

The Board reviewed the Five-Year Capital Improvement plan and will vote on it at the March 8, 2021 Board meeting.

Motion by Patricia McKay and seconded by Robert McPhail to approve additional architectural services in the amount of \$6,300 for the supervision of construction and additional construction documents for the Harvard Court Window and Siding Project performed by Gorman Richardson and Lewis Architects. The vote was unanimous.

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

Motion by Robert McPhail and seconded by Steven Green to adjourn the meeting at 8:08 pm. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MARCH 8, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:05 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of February 8, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the February 2021 vouchers, January 2021 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Five Year Capital Improvement Plan. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the Fiscal Year 2022 Annual Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the 2020 Annual Report of the Housing Authority as submitted to the Board of Selectmen and the citizens of Whitman. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to extend the contract with Grow & Mow Landscaping for (2) additional seasons at the same cost of \$9,750 per year. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to accept the following Public Housing Notices:

- 2021-01 "Changes Pertaining to Town Appointed Tenant Board Members"
- 2021-02 "Notice of Funding Availability – Resident Coordinators"
- 2021-03 "DHCD Guidelines for Local Housing Authority Hiring of Executive Director"

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

A letter addressed to Chair Kelleher from the Dept. of Housing & Community Development was read notifying the Board that the Housing Authority was awarded \$67,302 to bring the stair risers and railings to code at the Pinehaven Drive development.

Motion by Steven Green and seconded by Patricia McKay to approve a \$2,000 bonus to each full-time maintenance employee for continuing to keep the elderly and handicapped residents safe during the pandemic by disinfecting the properties on a daily basis. DHCD written guidance approved bonuses for front-line maintenance workers to be paid using funding under the Care's Act. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to adjourn the meeting at 8:30 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING APRIL 12, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:03 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

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

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of March 8, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the March 2021 vouchers and the February 2021 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to submit a request to HUD in the tenant selection plan for a local preference for applicants that live and/or work in Whitman when applying to the Harvard Court property for housing. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to amend the Personnel Policy to allow employees to carryover up to three (3) weeks' vacation time at fiscal year-end. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve New Kappa City Construction Inc. of Millis, MA as the low bidder for the Pinehaven Drive Window Replacement Project, FISH No. 338078 in the amount of \$26,325 pending RCAT's reference checks and recommendation. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the following Public Housing Notices:

2021-04 "American Rescue Plan & State-Aided Public Housing"

2020-12 "Addendum No. 3 Annual Rent Recertification and CDC Eviction Moratorium Extention".

The vote was unanimous.

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

Under new business Patricia McKay informed the Board that the landowner, Donald Avery, to the left of Harvard Court would like to sell his property and asked if the Housing Authority

would be interested in purchasing it. This will be added to a monthly agenda when an asking price for the property is presented.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:23 P.M.
The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MAY 10, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:05 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of April 12, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the April 2021 vouchers and the March 2021 bank balances and financial statements and the operating statements for quarter ending March 31, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve George Washington Toma of Brockton, MA as the low-bidder on the Pine Circle Refrigerator Replacement Project No. 338083, in the amount of \$20,584. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the results of the Management Occupancy Review performed on February 17, 2021 by MassHousing, the new Contract Administrator for the Harvard Court Development. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the new Labor and Industry Rates for maintenance employees, effective April 1, 2021, in accordance with the provisions of Massachusetts General Law, Chapter 121B, Section 29. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notices:

2021-05 "Data for Fair Housing in Tenant Selection"
2020-06 "Revised Income Limits for Admission & FMRs for Continued Occupancy"
2020-07 "Guidance and Best Practices for LHA's Post Covid-19 Vaccinations"
The vote was unanimous.

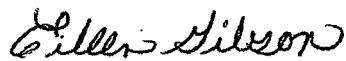
Motion by Patricia McKay and seconded by Robert McPhail to table the discussion and decision of re-opening community rooms and activities, post Covid-19 vaccinations, until the June 14th, 2021 meeting. The vote was unanimous.

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

Under New Business the Director informed the Board that housing authorities are seeing a new trend in residents purchasing electric cars. Some are putting extension cords out of windows causing trip hazards. The Director will present a revised policy forbidding the use of extension cords to charge electric vehicles and that residents must use charging stations off-site, unless or until, a charging station is available on-site.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:30 P.M.
The vote was unanimous.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Eileen Gibson".

Eileen Gibson
Executive Director

5.

MINUTES OF REGULAR BOARD MEETING JUNE 14, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:05 P.M. It was noted that the meeting was being held by conference call due to COVID-19 and was open to the public. This meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay, Theresa Lynskey

The Board of Commissioners was re-organized as follows:

Motion by Patricia McKay and seconded by Robert McPhail to nominate Katharine Kelleher as Chairwoman. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to nominate Patricia McKay as Vice-Chairwoman. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to nominate Robert McPhail as Treasurer. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to appoint Theresa Lynskey as Assistant Treasurer. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of May 10, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the May 2021 vouchers and the April 2021 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to appoint Eileen Gibson as Contract Officer for the following modernization projects and in her absence appoint John Easter, Contract Officer.

338078 – Pinehaven Drive Casement/Awning Window Replacement Project

338079 – Bedford St. Window and Siding Project

338080 – Harvard Court Window and Siding Project

338081 – COVID Compliance Office Project

338082 – Pine Circle Creative Place-Making Outdoor Improvements Project

338083 – Pine Circle Refrigerator Replacement Project

338084 – Bedford St. Stove Conversion Gas to Electric

338085 – Pinehaven Drive Stair Risers and Railings Compliance Project

The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve changes to the Vehicle Policy that address the charging of electric vehicles on-site.

Motion by Patricia McKay and seconded by Robert McPhail to approve the automatic transfer of funds for rent payments for those residents that choose this option and the ability to make deposits from the office, both provided through Rockland Trust at no cost to the Authority. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve DDC Construction Inc. of New Bedford as the lowest and responsible bidder in the amount of \$ 943,800 for the Harvard Court Window and Siding Replacement Project No. 338080. This includes Alternate No. (1) for the use of fiber cement board rather than vinyl siding. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve a Change Order on the Pinehaven Drive Casement and Awning Window Project No. 338078, to replace damaged sills found at some of the kitchen windows. Approval shall be based on the review and recommendation of RCAT Project Manager, Kate Ferreira. The vote was unanimous.

Following a Board discussion on re-opening the Housing Authority post COVID, a motion was made by Robert McPhail and seconded by Patricia McKay to follow the guidance as stated on the attached notice that was later prepared and delivered to residents. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notices:

- 2021-08 "Public Housing Innovations, Round II Notice of Funding Availability"
- 2021-09 "Juneteenth Independence Day Guidance"

The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to disallow June 19th "Juneteenth Independence Day" as a paid holiday to employees of the Housing Authority. The vote was unanimous.

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

Motion by Robert McPhail and seconded by Theresa Lynskey to accept correspondence from the Office of the Town Clerk that requests local boards organize as soon after the Annual Town Election as possible. The vote was unanimous.

Under new business the Director will look into updates to the website to include new members and appointments and new photos and colors, as time and funding allow.

Motion by Robert McPhail and seconded by Theresa Lynskey to adjourn the meeting at 9:04pm. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING JULY 19, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:08 P.M. It was noted that this meeting was not being recorded.

Present: Katharine Kelleher, Patricia McKay, Theresa Lynskey
Participating Remotely: Robert McPhail

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of June 14, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the June 2021 vouchers, the May and June 2021 bank balances and the May 2021 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. 1 on the Pinehaven Drive Casement and Awning Window Replacement Project No. 338078 in the amount of \$3,600 as recommended by Regional Capital Assistance Team (RCAT) project manager, Kate Ferreira. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the State Contract for accounting services with Fenton, Ewald & Associates, for the period of July 1, 2021 through June 30, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Amendment No. 10 to the Contract for Financial Assistance to include the FY 2024 Formula Funding Award in the amount of \$143,997, a Compliance Reserve Award in the amount of \$67,302 for Stair Risers and Railings at the Pinehaven Drive Family Development, additional Sustainability Grant Funds in the amount of \$2,939 and a HILAPP Grant in the amount of \$58,425. Chairwoman Katharine Kelleher signed (2) copies of the contract. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the following Public Housing Notices:

- 2021-10 "Air Conditioner Policies"
- 2021-11 "End of COVID-19 State of Emergency and LHA Operations"
- 2021-12 "Agreed Upon Procedures (AUP) Audit – Program Reminders and Updates"
- 2021-13 "Updates to the Performance Management Review"

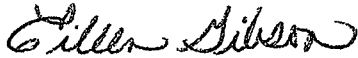
The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Executive Director's Report. The vote was unanimous.

The Director read an award letter addressed to the Chairwoman from the Dept. of Housing & Community Development awarding the Housing Authority a grant in the amount of \$58,425 under the High Leverage Asset Preservation Program. This funding will be used on the multi-family Scattered Sites properties.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 8:16pm
The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING AUGUST 23, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher called the open meeting to order at 7:02 P.M. It was noted that this meeting is not being recorded.

Present: Katharine Kelleher, Patricia McKay, Robert McPhail, Theresa Lynskey, Michelle Frazier

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of July 19, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the July 2021 vouchers and bank balances and the June 2021 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for the fiscal year ending June 30, 2021. Board signatures required. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve the Certification of the Top 5 Compensation Form for the fiscal year ending June 30, 2021. Board signatures required. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certification of Tenants Accounts Receivable for the fiscal year ending June 30, 2021. Board signatures required. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certification of the Operating, Financial and Modernization Statements for the fiscal year ending June 30, 2021. Board signatures required. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to award the Bedford St. Siding and Window Project No. 338079 to FRG Contractor Corporation of Everett, MA in the amount of \$39,950 and to reject Alternate No. 1 for removing the front bushes in the amount of \$3,950. The vote was unanimous.

Motion by Michelle Frazier and seconded by Theresa Lynskey to accept updated contact information for all current Board members with one minor change. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to hire a part-time custodian/grounds-keeper, (16) hours per week for the Harvard Court common interiors and exterior. This position pays the current Labor and Industry rate of \$25.56 per hour. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to allow packaged food for indoor tenant managed activities to include Movie Night, Karaoke and BINGO. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to allow outdoor barbeques and/or gatherings but anyone cooking should wear gloves. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notices:

2021-14 "CHAMP Fair Housing PMR Criteria"

2021-15 "Mandatory Reporting"

2021-16 "Board Member Attendance Application Reminders"

2021-17 "Template Reasonable Accommodation Policy"

The vote was unanimous.

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

The Director informed the Board that Wicked Clean would be power-washing the swings at Harvard Court and Stetson Terrace and that First Student would be providing transportation for residents to go grocery shopping on a weekly basis.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 8:58 pm
The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 13, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Patricia McKay, Theresa Lynskey, Michelle Frazier
Attended Remotely: Robert McPhail

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of August 23, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the August 2021 vouchers and July 2021 financial statements. The vote was unanimous.

Motion by Michelle Frazier and seconded by Theresa Lynskey to award the Pinehaven Drive Stair Risers & Railings Replacement Project No. 338085 to FRG Contractor Corporation of Everett, MA in the amount of \$92,310. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to appoint Patricia McKay to represent the Housing Authority on the Town's Community Preservation Committee. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve a revision to the FY 2022 Capital Plan to include the replacement of ten (10) wooden fire doors that are beyond repair. The cost estimate is \$21,099. The vote was unanimous.

Chairwoman Katharine Kelleher presented completed Executive Director Evaluations to Eileen Gibson for review by the Dept. of Housing & Community Development. Originals shall be kept in the Director's personnel file.

Motion by Theresa Lynskey and seconded by Robert McPhail to accept the following Public Housing Notices:

2021-18 "Continued COVID-19 Vigilance in Light of Delta Variant"

2021-19 "Treatment of One-time Benefit for Families Receiving TANF or TAFDC"

The vote was unanimous.

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

Under new business, the condition of the Stetson Terrace property sign was discussed. The Director will get a quote for replacement to present at the next meeting.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 8:14 PM.
The vote was unanimous.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Eileen Gibson".

Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF OCTOBER 18, 2021
HARVARD COURT, WHITMAN, MA

Vice-Chairwoman, Patricia McKay, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Patricia McKay, Theresa Lynskey, Michelle Frazier, Robert McPhail

Absent: Katharine Kelleher

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of September 13, 2021. The vote was unanimous.

Motion by Michelle Frazier and seconded by Robert McPhail to approve the Fiscal Year 2022 Budget as presented by fee accountant, Steve Cote. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the September 2021 Vouchers, the August and September 2021 Bank Balances and the August 2021 Financial Statements. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to accept the results of the FY2021 Performance Management Review. The vote was unanimous.

The Director informed the Board of the \$42,974 savings in electricity costs over the past (2) years by purchasing electricity in the open market with the assistance of Patriot Energy.

Motion by Theresa Lynskey and seconded by Michelle Frazier to accept the following policies without changes, following review:

- a. After-Hours Emergency Work Order Policy
- b. Capitalization Policy
- c. Credit Card Policy
- d. Credit Check Policy
- e. Criminal Offender Record Information (CORI) Policy

Motion by Robert McPhail and seconded by Michelle Frazier to table the Board discussion of social media outlets and the Housing Authority's participation until the November 2021 meeting.

Motion by Michelle Frazier and seconded by Theresa Lynskey to accept the following Public Housing Notice:

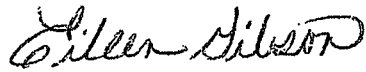
PHN 2021-20: "FY2022 Budget Guidelines"

The vote was unanimous.

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

Motion by Robert McPhail and seconded by Theresa Lynskey to adjourn the meeting at 8:34 PM. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

7.

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 8, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:07 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay, Theresa Lynskey, Michelle Frazier

Motion by Theresa Lynskey and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of October 18, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the October 2021 Vouchers, the September 2021 Financial Statements, and the Operating Statements, Capital Modernization Reports and Tenants Accounts Receivable for the quarter ending September 30, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve Change Order No. 1 on the Bedford Street Window and Siding Replacement Project No. 338079 in the amount of \$500 which includes an upgrade on the vinyl siding and adds an additional (7) days to the contract completion date. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to authorize participation in the Regional Legal Services Program for State-Aided Housing Programs and to abide by the terms of the Participant Agreement. The vote was unanimous. Chairwoman Kelleher signed the agreement.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following policies without changes, following review:

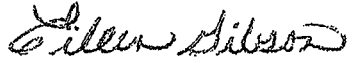
- a. Emergency Notification Policy
- b. Emergency Use of Authority Vehicles
- c. Inspection Policy
- d. Investment Policy
- e. Parking Policy
- f. Pet Policy/Guidelines

The Board discussed social media forums and past negative occurrences with them and decided that information regarding the Whitman Housing Authority will be posted on the Whitman Housing Authority's website only.

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

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:45 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF DECEMBER 13, 2021
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:04 P.M. It was noted that the meeting was being held remotely and not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay, Theresa Lynskey, Michelle Frazier

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of November 8, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve the November 2021 Vouchers and the October 2021 Bank Balances and Financial Statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve a revision the FY2022 Capital Improvement Plan to include professional services provided by Civil Engineering Firm, GCG Associates, Inc. to complete a study and investigation of the problems pertaining to the sewer pump station at Stetson Terrace. The estimated cost of the study is \$11,020. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to award the Pine Circle Fire Door Replacement Project No. 338090 to New Kappa City Construction of Millis, MA in the low bid amount of \$12,800. References have been checked and the bid came in under budget by \$3,200. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to accept the following policies without changes, following review:

- a. Reasonable Accommodations Policy
- b. Sexual Harassment Policy
- c. Smoke-Free Policy
- d. Travel Policy

The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to accept the following Public Housing Notices:

PHN 2021-21 "Template Language Access Plan"

PHN 2021-22 "Boiler & Machinery and Crime Insurance Policy"

The vote was unanimous.

Motion by Michelle Frazier and seconded by Theresa Lynskey to accept the Executive Director's Report. The vote was unanimous.

Correspondence received from the Dept. of Housing & Community Development to Chairwoman Katharine Kelleher included the Fiscal Year 2025 Formula Funding Award in the amount of \$143,997.

Under New Business, the Board discussed closing times of the community rooms during work days and weekends. The vote was tabled until the January meeting.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:21 P.M. The vote was unanimous.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Eileen Gibson".

Eileen Gibson
Executive Director