

MINUTES OF REGULAR BOARD MEETING JANUARY 28, 2019
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 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 10, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the December 2018 vouchers, bank balances and financial statements and the operating statements for the quarter ending December 31, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the results of the Agreed Upon Procedure Audit (AUP) for the fiscal year ending June 30, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to table the discussion of the net meter credit contract with SunConnect. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adopt the amended Vehicle Policy. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the State contract for accounting services with Fenton, Ewald & Associates, P.C. for the 2019 fiscal year. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to award Fowler Laundry Solutions a (5) year contact. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to award Grow'N Mow the contract for the 2019 mowing season. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to retain the hard copies of inspection reports for a minimum of (5) years. The vote was unanimous.

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

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

Chairman, Katharine Kelleher received a letter from the Dept. of Housing & Community Development awarding the Whitman Housing Authority \$161,618 for capital improvement projects for the Fiscal Year 2022.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:01 P.M.

Respectfully Submitted,

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

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MARCH 11, 2019
HARVARD COURT, WHITMAN, MA

Chairman, Katharine Kelleher called the open meeting to order at 7:03 P.M. It was noted that the meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Steven Green to approve the minutes of the Regular Board Meeting of January 28, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the January and February 2019 vouchers and bank balances and the January 2019 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Certificate of Final Completion on the Fullerton Ave. Boiler Replacement Project, FISH No. 338062. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Certificate of Substantial Completion on the Pine Circle Window Replacement Project, FISH No. 338065 pending RCAT scheduled review on March 13, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to revise the Capital Plan to include a request to use emergency reserve formula funding in the amount of \$33,000 for the replacement of C/O detectors at Pine Circle and a roof replacement of a Scattered Site for \$35,682. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the use of proprietary C/O devices, if needed, to map into the current fire alarm system properly. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the submission of the 2018 Annual Town Report. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to cancel the Whitman Housing Authority's contract with SunConnect. The vote was unanimous.

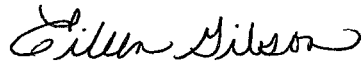
Motion by Robert McPhail and seconded by Patricia McKay to cancel the Whitman Housing Authority's contract with J.E. Prenosil & Company and go with low-bidder number (2) pending DHCD regulations and the advice of DHCD Construction Manager, Sean Keating. The vote was unanimous.

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

Board member Steven Green inquired on the status of the empty seat on the Board and the Director explained to him that there will be a tenant election to fill the open seat and that the Dept. of Housing & Community Development has not yet promulgated regulations for the election process.

Motion by Robert McPhail and seconded by Steven Green to adjourn the meeting at 7:56 P.M.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING APRIL 8, 2019
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 not being recorded.

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

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of March 11, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the March 2019 vouchers and bank balances and the February 2019 financial statements. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve Change Order Number (1) on the Pine Circle Select Window Replacement Project, FISH No. 338065, to decrease the contract amount by (\$1,013.00). The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Certificate of Final Completion on the Pine Circle Select Window Replacement Project, FISH No. 338065 pending RCAT review. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (1) on the Harvard Court ADA Door Project FISH No. 338999 in the amount of \$2,262. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve spending up to \$200 from the Mary Souza Inheritance Fund for plantings and mulch at the Stetson Terrace development. The vote was unanimous.

In the interest of time and efficiency, a Board vote was introduced to revise the Capital Plan to change the start time from FY 2022 to FY 2019 for the Pinehaven Drive Exterior Door Replacement Project, FISH No. 338072. This project has been approved for a sustainability grant freeing up \$81,830 to be used as leverage for matching funds under the High Leverage Asset Preservation Program (HILAPP) which will enable the Housing Authority to move forward with the Pinehaven Drive Kitchen Replacement Project No. 338060. Motion by Steven Green and seconded by Robert McPhail to approve the revision to the Capital Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail 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 7:28 P.M. The vote was unanimous.

Respectfully Submitted,

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

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MAY 13, 2019
HARVARD COURT, WHITMAN, MA

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

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

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of April 8, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Special Board Meeting of April 29, 2019. The vote was unanimous.

Motion by Patricia Robert McPhail and seconded by Patricia McKay to approve the April 2019 vouchers, bank balances and financial statements and the operating statements for the quarter ending March 31, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the write-off of bad debt in the amount of \$4,378 for the (667-3) development and \$1,920.80 for the (705-2) development. Commissioner Steven Green abstained from the vote.

Motion by Patricia McKay and seconded by Steven Green to terminate the contract with JE Prenosil & Company of Thorndike, MA for the ADA Door Project No. 338999, for lack of progress and not following specifications as designed by the engineer. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to reject low-bidder number two (2), Danocci Inc. of Stoughton, MA, in the amount of \$46,419 due to lack of construction experience. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve low-bidder number three (3), Megco Electric of Saugus, MA, in the amount of \$52,000. The vote was unanimous.

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

- 338060 Pinehaven Drive Kitchen Modernization
- 338064 Temple St. & Fullerton Ave. 2nd Floor Roof Replacement
- 338066 Pinehaven Drive Roof Replacement

339067 159 Pinehaven Drive Unit Re-hab
338069 Pine Circle Roof Replacement
338070 Pine Circle C/O Detector Replacement
338071 Bedford St. Roof Replacement
338072 Pinehaven Drive Door Replacement

In the interest of time and efficiency, motion by Patricia McKay and seconded by Robert McPhail to approve the lowest and most responsible bidder for the Bedford St. Emergency Roof Replacement Project No. 338071, following recommendation by Kate Ferreira of the Regional Capital Assistance Team (RCAT). Bids are due on May 15, 2019. The vote was unanimous.

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

Board members inquired if vehicles parked in the fire lanes could be towed without first putting up signs that read, "No Parking, Violators Will Be Towed at Owners Expense". The Director will ask the regional attorney if this is allowed and will ask other Directors if their local Police Dept. coordinates the tow.

Motion by Steven Green and seconded by Robert McPhail to adjourn the meeting at 7:45 PM. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING JUNE 10, 2019
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 not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay

Excused: Steven Green

The Board of Commissioners was reorganized as follows:

Motion by Robert McPhail and seconded by Katharine Kelleher to keep the Board positions as they are. The vote was unanimous.

Chairwoman – Katharine Kelleher
Vice-Chairman – Steven Green
Treasurer – Robert McPhail
Asst. Treasurer – Patricia McKay

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of May 13, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the May 2019 vouchers, bank balances and financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve Vareika Construction Inc., of West Bridgewater as the low-bidder on the (705-2) Pinehaven Drive Kitchen Modernization Project, FISH No. 338060 in the amount of \$137,700. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to reject low-bidder number (1), FRG Contractor Corp. of Everett, MA in the amount of \$15,650 for the (705-1) Bedford St. Emergency Roof Replacement Project No. 338071, as they did not acknowledge the Addenda in their Form for Quote. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve low-bidder number two (2), Oneway Painting Inc. of Lynn, MA in the amount of \$20,000 for the (705-1) Bedford St. Emergency Roof Replacement Project No. 338071. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to hire Harpers Payroll Services to provide payroll services beginning July 1, 2019 in the amount of \$1,886.80 annually with a one-time set-up fee of \$250.00. The vote was unanimous.

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

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 7:20 PM. The vote was unanimous.

Respectfully Submitted,

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

Eileen Gibson

Executive Director

MINUTES OF REGULAR BOARD MEETING JULY 15, 2019
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 not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of June 10, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Special Board Meeting of June 28, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the June 2019 vouchers and June 2019 bank balances. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept Amendment #8 to the Contract for Financial Assistance (5001) in the amount of \$420,606.08. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept Change Order #1 on the Bedford Street Roof Replacement Project No. 338071 in the amount of \$3,284. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept Substantial Completion of the Bedford Street Roof Replacement Project No. 338071, effective July 8, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve Final Completion of the Bedford Street Roof Replacement Project No. 338071, effective July 9, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve an additional three (3) year contract for services with the Taunton Housing Authority as the host housing authority for the Regional Capital Assistance Team (RCAT) program. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve Public Housing Notice 2019-16 Wage Match for State Housing Program Tenants. The vote was unanimous.

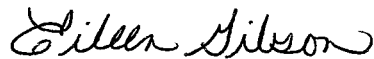
Motion by Patricia McKay and seconded by Robert McPhail to approve Public Housing Notice 2019-07 DHCD Facility Condition, Accessibility and Sustainability Assessment of State-Aided Public Housing. The vote was unanimous.

There was no Executive Director Report submitted for the month of July.

Under open forum, tenant Dorothy Reis, stated that a number of people are walking their dogs on the Pinehaven Drive and Pine Circle properties, despite a Housing Authority sign posted there. She also explained that some are not cleaning up after their pets. Photos were presented to the Board and it was decided that the Director would reach out to the Dog Officer to see if she could draft a letter to the dog owners whose addresses were provided to the Authority, to inform them that it was private property and to please walk their dogs elsewhere.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 8:35 P.M. The vote was unanimous.

Respectfully Submitted,

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

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING AUGUST 26, 2019
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, Robert McPhail, Patricia McKay
Excused: Steven Green

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of July 15, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the July 2019 vouchers and bank balances and the June 2019 and July 2019 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the following year end certifications:

- a. Operating Statements fiscal year ending June 30, 2019
- b. Modernization Cost Reports fiscal year ending June 30, 2019
- c. Tenants Accounts Receivable fiscal year ending June 30, 2019
- d. Top 5 Compensation Report fiscal year ending June 30, 2019
- e. Compliance with Notification Procedures for Federal and State Lead Paint Laws

The vote was unanimous. All Board members present signed the certifications.

Motion by Robert McPhail and seconded by Patricia McKay to accept the results of the Management Occupancy Review of the Harvard Court (New Construction Section 8) property performed on January 17, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the use of a "Schlage" mortise lock system for the Pinehaven Drive Door Replacement Project, FISH No. 338072. The Whitman Housing Authority uses Schlage as part of its master lock/key system. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve Boston Electric and Telephone Corporation of Dorchester, MA, as the low bidder on the Pine Circle Carbon Monoxide Detector Replacement Project No. 338070, in the amount of \$23,500. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to award the Harvard Court Sealcoating Project to the low-bidder, Bay State Sealcoating of Hanson, MA, in the amount of \$8,080. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to award the Stetson Terrace Sealcoating Project to the low-bidder, Bay State Sealcoating of Hanson, MA, in the amount of \$7,185. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to re-bid the Harvard Court ADA Door Project, after low-bidder #3, Megco Electric of Saugus, backed out of the job. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to write off uncollected fraud recovery in the amount of \$1,487 as the tenants have vacated. The vote was unanimous.

The Board members turned in the Executive Director's annual "Performance Evaluation". All ratings were "Exceeds Expectations".

Motion by Robert McPhail and seconded by Patricia McKay not to purchase another sign for Pine Circle regarding dog walking. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept Public Housing Notice 2019-18 regarding DHCD's annual "Mandatory Data Reporting". The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept MRVP Public Housing Notice 2019-02 regarding increases to Mobile Voucher Maximum Rents. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay 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 7:45 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF SPECIAL BOARD MEETING SEPTEMBER 9, 2019
HARVARD COURT, WHITMAN, MA

Chairman, Katharine Kelleher, called the open meeting to order at 6:18 P.M. It was noted that the meeting was not being recorded.

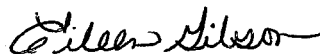
Present: Katharine Kelleher, Robert McPhail and Patricia McKay

Motion by Robert McPhail and seconded by Patricia McKay to award the Temple St. Roof Replacement Project No. 338064 to Ted Construction Inc. of Woburn, MA in the amount of \$32,250. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to award the Pinehaven Drive Roof Replacement Project No. 338066 to E5 Builders LLC of Leominster, MA in the amount of \$63,520. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 6:30 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OCTOBER 21, 2019
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, Robert McPhail, Patricia McKay

Excused: Steven Green

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of August 26, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Special Board Meeting of September 9, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the August and September 2019 vouchers, bank balances and financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the results of the Performance Management Review by DHCD on October 15, 2019, which included a desk review and maintenance review. The Whitman Housing Authority received a perfect score. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Certificate of Final Completion for the Re-hab of 159 Pinehaven Drive, FISH No. 338067, in the amount of \$10,993.17. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Laundry Cash Collections Policy and Procedures. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the proposal from Bartlett Tree Service in the amount of \$7,300 for the trimming and removal of dead trees at Harvard Court. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to table a vote on amending the Personnel Policy in regards to limiting the number of days or amount of sick time to be paid out at retirement only. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to amend the Procurement Policy to include changes to Massachusetts' Bid Laws, Ch. 30B, Ch. 149, Ch. 30 Section 39M which affect advertising requirements, bid amount thresholds, and bidding procedures. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to amend the Maintenance Policy and Procedures Manual to include the definitions of work order priorities. The vote was unanimous.

Motion by Robert McPhail to approve Change Order No. 1 on the Pine Circle CO Detector Replacement Project No. 338070 in the amount of \$1,480 for 9 additional Combo Smoke/CO Detectors plus labor. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certificate of Final Completion on the Pine Circle CO Detector Replacement Project No. 338070 pending Engineer, John Murphy's approval. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notices as presented by Executive Director, Eileen Gibson:

2019-19 Funding Availability for Resident Service Coordinators
2019-20 Guidelines for DHCD Acceptance of New State Public Housing Units
2019-21 Executive Director Salary and Qualifications Schedule
2019-22 Fiscal Year 2020 Budget Guidelines
2019-23 Regional Capital Assistance Team Advisory Board Elections
2019-24 Funding Availability for Technical Assistance for Creation of Regional Housing Authority Entities

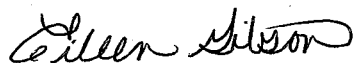
Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

Under correspondence, the Director read aloud a letter from a tenant of Pine Circle that stated that two young boys living at the Pinehaven Drive Family State Development approached her and another tenant to say that they wanted the elderly residents to get to know them because if they did, maybe they would like them and wouldn't be mean to them.

Under new business, the Chairwoman stated that she saw desserts donated to the elderly at Harvard Court that someone had written nasty messages on. She found this to be disturbing and stated that if this continued, she would like to see cameras installed.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:52 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING NOVEMBER 12, 2019
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:15 P.M. It was noted that the meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of October 21, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Fiscal Year 2020 Budget as presented by Accountant, Steve Cote'. The budget included an annual increase to the clothing allowance from \$250 to \$325 for maintenance employees. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the October 2019 vouchers, bank balances and financial statements and the operating statements for the quarter ending September 30, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Alpha Contracting Associates, Inc. of Roslindale as the low-bidder for the Pinehaven Drive Door Replacement Project No. 338072 in the amount of \$62,100. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve Change Order No. 1 for the Pinehaven Drive Kitchen Modernization Project No. 338060 in the amount of \$8,397.56. The change order includes additional cabinets in the ADA unit, matching countertops on existing window sills/shelves, plumbing changes to piping configurations and 20 additional days added to the contract date. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certificate of Substantial Completion for the 25th day of October, 2019 on the Kitchen Modernization Project No. 338060. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia to approve the Certificate of Final Completion on the Kitchen Modernization Project No. 338060, pending the Architect's signature. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to amend the Personnel Policy regarding sick time paid out at retirement, to the following: "Upon retirement the Whitman Housing Authority shall pay the retiree a twenty percent (20%) reimbursement of accumulated

sick leave, not to exceed 180 days, based on current salary. There is no limit on the accrual of sick time from year to year.” The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve overtime for maintenance to complete turnovers at (3) three-bedroom units. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept Public Housing Notice: 2019-25 AIMM Program Rules and Application. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay 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 8:12 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

**MINUTES OF REGULAR BOARD MEETING DECEMBER 9, 2019
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, 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 November 12, 2019. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the November 2019 vouchers, bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to sign an Alternative Energy Certificates Purchase Agreement with Hampshire Power of Easthampton, MA, to sell Alternative Energy Credits on behalf of the Whitman Housing Authority while retaining 10% of the proceeds. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to sign a proposal with Gorman, Richardson and Lewis Architects for design services for the Harvard Court Window & Siding Replacement Project, in the amount of \$38,500. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to use remaining Sustainability Funds to replace twenty-nine (29) refrigerators at Pine Circle that are 17 years old. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice: 2019-26 "Notice of Funding Availability for Creative Place-Making Grants" and to apply for funding for the Pine Circle Elderly/Handicapped Complex. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept Public Housing Notice: 2019-27 "FY20 Health & Safety Initiative: Small Project Grant". The Director will use funding to re-pave the driveway at Fullerton Ave that is cracked and buckling. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to accept Public Housing Notice: 2019-28 "Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance Policy". The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail 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 8:05 P.M.
The vote was unanimous.

Respectfully Submitted,

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

Eileen Gibson
Executive Director