

MINUTES OF REGULAR BOARD MEETING JANUARY 13, 2020
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, Steven Green, Patricia McKay
Excused: Robert McPhail

Motion by Steven Green and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of December 9, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the December 2019 vouchers, bank balances and financial statements. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to terminate the contract with Ted's Construction of Woburn for the Temple St. Roof and Trim Replacement Project No. 338064 in the amount of \$32,250 due to unforeseen circumstances. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to award the Temple St. Roof and Trim Replacement Project No. 338064 to low-bidder number (2), chosen by coin toss, to August Building Enterprises of Everett, in the amount of \$34,000. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve Change Order No. (1) to add an additional (8) days to the contract with E5 Builders for the Pinehaven Drive Roof Replacement Project No. 338066, due to weather, which establishes December 23, 2019 as the revised contract completion. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve Change Order No. (2) to add an additional one (1) day to the contract with E5 Builders for the Pinehaven Drive Roof Replacement Project No. 338066, due to weather, which establishes December 24, 2019 as the revised contract completion date. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Certificate of Substantial Completion on the Pinehaven Drive Roof Replacement Project No. 338066, as verified by Architect, Kevin Buckley, of Gorman, Richardson and Lewis Architects. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to approve the Certificate of Final Completion on the Pinehaven Drive Roof Replacement Project No. 338066, pending Architect, Kevin Buckley's signature. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to accept Public Housing Notice 2019-29 "Clarification of DHCD Standards for Reviewing Benefits Provisions of Local Housing Authority Executive Director Contracts". The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice 2019-30 "Release of Updated Top 5 Compensation Form". The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice 2019-31 "CHAMP Tenant Selection Performance Area in Performance Management Reviews". The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice 2020-01 "Rental Assistance and Public Housing Data Warehouse". The vote was unanimous.

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

Motion by Steven Green and seconded by Patricia McKay to accept correspondence sent to Chairwoman, Katharine Kelleher from the Dept. of Housing & Community Development awarding the Whitman Housing Authority \$160,268 in Formula Funding for the Fiscal Year 2023. The vote was unanimous.

The Chairwoman brought up an issue that she has received numerous complaints about. On Tuesdays when social worker, Terry Altieri is meeting with tenants in the community room, other tenants should not be entering the kitchen to make coffee or work in the store. All tenants deserve their privacy while discussing personal information. The Board would like the Director to inform tenants in the next newsletter that the community building is open on Tuesdays to only those doing laundry or meeting with the social worker or office staff.

Motion by Steven Green and seconded by Patricia McKay to adjourn the meeting at 7:55 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING FEBRUARY 10, 2020
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 not being recorded.

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

Motion by Patricia McKay and seconded by Steven Green to approve the minutes of the Regular Board Meeting of January 13, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the January 2020 vouchers and bank balances and the operating statements for the quarter ending Dec. 31, 2019. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Fiscal Year 2021 Capital Improvement Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to award the Harvard Court ADA Door Project No. 338999 to low-bidder Zander Corporation of Middleboro, in the amount of \$87,700. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the State Contract for accounting services to Fenton, Ewald & Associates, P.C. for the period of July 1, 2019 through June 30, 2020. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to use funds from the "Mary Souza Inheritance Account" to address an erosion issue at Stetson Terrace by adding retaining walls. The cost would be approximately \$6,500 - \$7,000. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to use funds from the "Mary Souza Inheritance Account" for plantings around the new retaining walls in the spring. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to use funds from the "Mary Souza Inheritance Account" if the budget for Pine Circle Community Room Furniture which includes wall art, curtains and a large screen tv goes over the \$3,000 budget. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Whitman Housing Authority's Grievance Policy. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the "Report of the Whitman Housing Authority 2019" to be published in the Annual Town Report. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice: 2020-02 "FY21 & FY22 Sustainability Initiative Program Updates". Sustainability funds will be available over the next (2) years to replace oil furnaces and remove oil tanks from three of our Scattered Sites. The Whitman Housing Authority will also be eligible for additional attic insulation. Whitman will include these sustainability projects in FY2022. The vote was unanimous.


Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice: 2020-03 "Updated Energy Monthly Reporting System". The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to pay an assessment by the Town of Whitman in the amount of \$1,500 to assist with the replacement of the system that manages the town's fuel pumps. The Whitman Housing Authority has received a significant savings on fuel for approximately (30) years. The vote was unanimous.

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

Motion by Steven Green and seconded by Patricia McKay to adjourn the meeting at 7:50 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MARCH 9, 2020
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:09 P.M. It was noted that the meeting was not being recorded.

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

Motion by Patricia McKay and seconded by Steven Green to approve the minutes of the Regular Board Meeting of February 10, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the February 2020 vouchers and bank balances and January 2020 financial statements. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to approve Change Order No. 1 on the Pinehaven Drive Door Replacement Project No. 338072 to extend the contract for an additional sixty (60) days. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to approve the application for the Creative Space-Making Grant in the amount of \$220,000 for Pine Circle. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to table the vote to approve the use of funds from the "Mary Souza Inheritance Account" to pay the total final cost of the Stetson Terrace retaining wall project in the amount of \$12,050. The Director will provide a breakdown.

Following a phone vote: Motion by Steven Green and seconded by Patricia McKay to approve the final cost of the Stetson Terrace retaining wall project and to use funds from the "Mary Souza Inheritance Account" in the amount of \$12,050. The vote was unanimous.

Motion by Steven Green and seconded by Patricia McKay to accept Public Housing Notice: 2020-05 "Division of Public Housing and Rental Assistance Notice of Funding Availability for the Self-Sufficiency Program". The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept Public Housing Notice: 2020-06 "Implementation of the Annual Plan per Chapter 121B, Section 28A. 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 Director read aloud correspondence addressed to Chairwoman, Katharine Kelleher regarding funding in the amount of \$12,750 awarded to the Whitman Housing Authority under the Dept. of Housing & Community Development's Health & Safety Initiative. These funds will be used for the Fullerton Ave. Paving Project No. 338077.

Motion by Patricia McKay and seconded by Steven Green to adjourn the meeting at 7:45 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 APRIL 13, 2020
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:01 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 Steven Green to approve the minutes of the Regular Board Meeting of March 9, 2020. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the March 2020 vouchers and the February 2020 financial statements. The vote was unanimous.

The Director noted that a budget revision was not needed.

Motion by Steven Green and seconded by Patricia McKay to approve Change Order No. 2 on the Pinehaven Drive Door Replacement Project No. 338072 in the amount of \$1,082.72. This change order was to add (2) additional storm doors and to change the size of one door from 32" to 36". The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. 1 on the Temple St. Roof & Trim Replacement Project No. 338064 in the amount of \$1,000 to remove the existing trim boards on the garage and replace with PVC composite trim. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve Change No. 2 on the Temple St. Roof & Trim Project No. 338064 in the amount of \$1,902.56 to remove and replace the existing plywood roof sheathing on the main house and breezeway due to severe deterioration and rot. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the revised minimum wage rates for maintenance employees, effective April 1, 2020 through March 31, 2021. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to accept the following Public Housing Notices. The vote was unanimous.

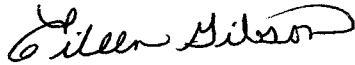
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|---------|---|
| 2020-07 | "COVID-19 Public Health Information" |
| 2020-08 | "Temporary Changes to DHCD Oversight Activities to Mitigate Spread of Covid-19 and Addendum – Additional Deadline Extensions" |
| 2020-09 | "Reminder of Interim Redetermination Procedures for Decreases in Gross Income" |

| | |
|---------|---|
| 2020-10 | "Capital Projects Guidance for LHA's During COVID-19 Emergency" |
| 2020-11 | "Guidance and Best Practices for LHA's During COVID-19 Emergency" |
| 2020-12 | "DHCD Guidance Regarding Evictions, Annual and Interim Rent Redeterminations" |
| 2020-13 | "Preparing for and Responding to COVID-19 Cases in Public Housing" |
| 2020-14 | "Procuring Supplies & Services Related to COVID-19" |
| 2020-15 | "Resources & Best Practices for Resident Services During the COVID-19 Pandemic" |

In lieu of the Executive Director's Report, a summary of the nine (9) Public Housing Notices was presented.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 8:01. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MAY 11, 2020
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, Steven Green, Patricia McKay

Motion by Robert McPhail and seconded by Steven Green to approve the minutes of the Regular Board Meeting of April 13, 2020. The vote was unanimous.

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

Motion by Robert McPhail and seconded by Steven Green to approve the Certificate of Final Completion on the Temple St. Roof & Trim Replacement Project No. 338064. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve an exception to the personnel policy for the FYE June 30, 2020, to allow more than one week of vacation time be carried over into the next fiscal year due to the COVID-19 Pandemic. 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:

2020-16 "Remote Public Meetings During COVID-19 Emergency"

2020-17 "Extension of Certain DHCD Required Certifications and Submissions Deadlines"

2020-18 "Protection of Personal Data at Home or in the Office"

2020-19 "Changes to 12/31/2019 FYE Performance Management Review due to the State of Emergency"

2020-20 "Restricting Access to High Risk Developments"

2020-21 "Rent Policy During COVID-19 Emergency"

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

Motion by Steven Green and seconded by Robert McPhail to adjourn the meeting at 8:02. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson

Executive Director

MINUTES OF REGULAR BOARD MEETING JUNE 8, 2020
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:08 P.M. It was noted that the meeting was being held via 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 Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of May 11, 2020. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the May 2020 vouchers, April 2020 bank balances and the April 2020 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to table the Executive Director's annual Performance Evaluation until the July 2020 meeting. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the following Public Housing Notice as presented by the Executive Director:

2020-22 "New Screens for Quarterly Operating Statements for Local Housing Authorities"

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 Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 7:28 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING JULY 13, 2020
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:12 P.M. It was noted that the meeting was being held via 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 keep Board members in their current positions until June 2021. The vote was unanimous.

Chairwoman – Katharine Kelleher

Vice-Chairman – Steven Green

Treasurer – Robert McPhail

Asst. Treasurer – Patricia McKay

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of June 8, 2020. The vote was unanimous.

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

Motion by Patricia McKay and seconded by Steven Green to table the Executive Director's annual Performance Evaluation until the July 2020 meeting. The vote was unanimous.

The Chairwoman stated that the Executive Director's Evaluation by the Board was excellent. There were no negative remarks or comments. Motion by Robert McPhail and seconded by Patricia McKay to accept the review as presented. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to write-off bad debt for uncollected rent from vacated tenants in the amount of \$308 for the (667-3) program and \$89 for the (400-1) elderly program. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the updated Code of Massachusetts Regulations (760 CMR 5.00) Eligibility and Selection Criteria. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the following Public Housing Notice as presented by the Executive Director:

2020-23 "Reopening Guidance for Local Housing Authorities"

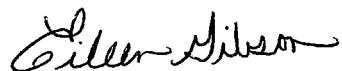
2020-24 "Design and Funding Guidelines for Adapting LHA Office Spaces for Social Distancing and Indoor Air Quality"

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 8:00 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 24, 2020
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:09 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 Steven Green to approve the minutes of the Regular Board Meeting of July 13, 2020. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the minutes of the Special Board Meeting of July 24, 2020. The vote was unanimous.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the FYE June 30, 2020 Operating Statements and Modernization Cost Reports. The Board was polled in lieu of signatures. There were four ayes and no nays. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the FYE June 30, 2020 Tenants Accounts Receivable Report. The Board was polled in lieu of signatures. There were four ayes and no nays. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the FYE June 30, 2020 Certification of Top Five Salary & Compensation. The Board was polled in lieu of signatures. There were four ayes and no nays. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the FYE June 30, 2020 Certification of Tenant Lead Notification. The Board was polled in lieu of signatures. There were four ayes and no nays. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve Change Order No. 3 on the Pinehaven Drive Exterior Door Replacement Project No. 338072 in the amount of \$1,010.66. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Eileen Gibson as Contract Officer for the Pine Circle Roof Replacement Project No. 338069 and in her absence, John Easter will act as Contract Officer. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to allow a one-time pay out of up to (2) weeks of vacation pay to prevent large cash payments when employees retire or leave employment. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve an amendment to the Earnings Income Verification (EIV) Policy. The vote was unanimous.

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

2020-25 "Temporary Changes to PMR"

2020-26 "Program Update for AUP"

2020-27 "Recommendations for Safe Reopening in Phase (3) and (4)"

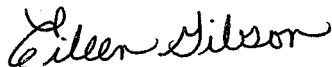
2020-28 "Mandatory Data Reporting"

2020-29 "Allocation of Supplemental Funding for Coronavirus Response"

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

Motion by Steven Green and seconded by Robert McPhail to adjourn the meeting at 8:25 p.m. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF SPECIAL BOARD MEETING SEPTEMBER 14, 2020
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 held by conference call due to COVID-19 and was open to the public. The meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail and Patricia McKay

Absent: Steven Green

Motion by Robert McPhail and seconded by Patricia McKay to close the Harvard Court Store to re-purpose the space as a COVID safe private office for meetings with residents, applicants, social service appointments, re-certifications, final screenings and lease ups. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:49 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OCTOBER 19, 2020
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 via 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 Steven Green to approve the minutes of the Regular Board Meeting of August 24, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the minutes of the Special Board Meeting of Sept. 14, 2020. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Financial Reports which included August and September 2020 vouchers, August and September 2020 bank balances, July, August and September 2020 financial statements and operating statements and modernization cost reports for the quarter ending Sept. 30, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Eileen Gibson as Contract Officer and in her absence, John Easter, for the Harvard Court ADA Door Project No. 338999. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve proprietary refrigerator Model No. GTE17GTNRWW for the Pine Circle Sustainability Refrigerator Replacement Project No. 338083. The vote was unanimous.

The Board discussed whether or not to re-open community rooms. Motion by Patricia McKay and seconded by Robert McPhail to table the vote to the January 2021 meeting. The vote was not unanimous with (2) yays and (1) member abstained from voting.

Motion by Robert McPhail and seconded by Patricia McKay to accept the following Public Housing Notice as presented by the Executive Director:

2020-30 "FY 2021 Budget Guidelines"

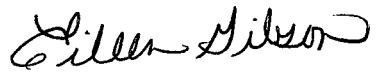
2020-31 "Treatment of Unemployment Benefit Income for Rent Determination"

The vote was not unanimous with (1) member absent from the vote.

Motion by Patricia McKay and seconded by Robert McPhail to accept the Executive Director's Report. The vote was not unanimous with (1) member absent from the vote.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:14 P.M. The vote was not unanimous with (1) member absent from the vote.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eileen Gibson". The signature is fluid and cursive, with the first name "Eileen" and last name "Gibson" clearly distinguishable.

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING NOVEMBER 9, 2020
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 is not being recorded

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

Motion by Robert McPhail and seconded by Steven Green to approve the minutes of the Regular Board Meeting of October 19, 2020. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the October 2020 vouchers. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the Executive Director's contract for the term of December 9, 2020 through June 30, 2026, pending DHCD's approval.

Motion by Steven Green and seconded by Robert McPhail to approve the Certificate of Substantial Completion on the Pinehaven Drive Door Replacement Project No. 338072. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the Certificate of Substantial Completion on the Harvard Court ADA Door Project No. 338999. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the Certificate of Substantial Completion on the Pine Circle Roof Replacement Project No. 338069. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the Certificate of Final Completion on the Harvard Court ADA Door Project No. 338999. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the Certificate of Final Completion on the Pine Circle Roof Replacement Project No. 338069. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to approve the State Contract for accounting services with Fenton, Ewald & Associates, P.C., which includes a (3) per cent increase for the period July 1, 2020 through June 30, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to join the MassNAHRO CHAMP Assistance Team. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to allow staff to take the Monday after Christmas off because Christmas is on a Friday this year. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to accept the following Public Housing Notices as explained in the Executive Director's Report.

2020-32 "Eviction Prevention Guidance"

2020-33 "COVID-19 Response Updated Recommendations"

2020-34 "Guidance on Regulations Regarding Family Members of LHA Board Members and Employees"

2020-35 "Regulatory Waiver Regarding Senior Wage Exclusion"

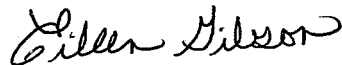
The vote was unanimous.

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

The Director presented correspondence addressed to Chairwoman Kelleher

Motion by Robert McPhail and seconded by Steven Green to adjourn the meeting at 8:18. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING DECEMBER 14, 2020
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 by conference call due to COVID-19 and was open to the public. This meeting is 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 November 9, 2020. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Special Board Meeting of November 16, 2020. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the November 2020 vouchers and October 2020 Bank Balances and Financial Statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the amended Executive Director's Contract with changes to the State's portion of the salary, the contract end date and an increase of (2) additional personal days . The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Certificate of Final Completion on the Pinehaven Drive Door Replacement Project No. 338072. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the application for a High Leverage Asset Preservation Program (HILLAP) grant to address the capital needs at two of our family Scattered Sites properties. The vote was unanimous.

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

2020-37 "Mass State-Aided Property, Boiler & Machinery and Crime Insurance"

2020-38 "CHAMP PMR Planning Year Criteria"

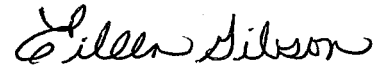
2020-39 "Responsibilities to Tenants and Applicants of Domestic Violence and Sexual Assault"

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

The Director presented correspondence addressed to Chairwoman Kelleher regarding the Formula Funding Award for the Fiscal Year 2024 in the amount of \$143,997.

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

Respectfully Submitted,

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

Eileen Gibson
Executive Director