

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF JANUARY 10, 2022
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 Robert McPhail and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of December 13, 2021. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the December 2021 Vouchers and the November 2021 Bank Balances and Financial Statements. The vote was unanimous.

Todd Bard of Lee Energy Group presented a 20-year contract for renewable energy net metering credits. Electric bills would be reduced at a (10) percent discount.

Motion by Robert McPhail and seconded by Patricia McKay to table the vote pending the advice or approval of the Dept. of Housing & Community Development. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the results of the Fiscal Year 2021 Agreed Upon Procedures Audit. There were "No Findings" in all (65) categories. The vote was unanimous.

Motion by Patricia McKay and seconded by Michele Frazier to approve the new Federal lease for the Harvard Court property, effective April 1st, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to require security deposits for new tenants or transfers with a move-in date on or after April 1st, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to close community buildings by 8:00 PM Sunday through Thursday and 10:00 PM on Fridays and Saturdays. Exceptions to this rule may be allowed with the prior approval of the Executive Director. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to purchase a gazebo to use as the designated smoking area for the Stetson Terrace property. The funding will come from the Mary Souza inheritance account. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay, in the interest of time and progress, to have the Chairwoman poll the Board by phone if a change order on the Harvard

Court Window & Siding Project for the removal of asbestos caulking is prepared and needs Board approval to move forward. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to adopt the Winter Weather and Snow Removal Policy. The vote was unanimous.

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

PHN 2021-23 "Uploading Applicant Responses to Screening into CHAMP"

PHN 2021-24 "Regulatory Waivers Related to Removal of Congregate Program from CHAMP"

The vote was unanimous.

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

The Director read aloud a letter from the Dept. of Housing & Community Development stating that Governor Baker reappointed Robert McPhail to the State seat on the Whitman Housing Authority Board. His appointment is in effect until July 17, 2026.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 9:00 PM. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 14, 2022
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, Patricia McKay, Theresa Lynskey, Michelle Frazier
Excused: Robert McPhail

Motion by Patricia McKay and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of January 10, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the January 2022 vouchers, the December 2021 bank balances and financial statements, and the operating statements and tenants accounts receivable for the quarter ending December 31, 2021. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to approve Change Order No 1 on the Harvard Court Window & Siding Project No. 338080 in the amount of \$42,409.49 for the removal of asbestos caulking. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. 1 on the Pine Circle Fire Door Replacement Project No. 338090 in the amount of \$1,600.29 for the replacement of an additional fire door that was not in the original contract. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Certificate of Substantial Completion on the Bedford Street Window & Siding Project No 338079 as approved by the designer, effective January 18th, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to use proprietary "Symmons" trim and valves on the Pine Circle ADA Bathroom Project No. 338086. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to remove the "mask mandate" in community buildings and common areas effective February 28th, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve signing a (25) year contract with Hampshire Power, with an agreement for early termination, without penalty, by providing a (6) month written notice. The contract provides a (15%) discount on National Grid Electricity bills. The vote was contingent upon DHCD's approval. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the following Public Housing Notices:

PHN 2022-01 "COVID-19 Omicron Variant and State-Aided Public Housing"

PHN 2022-02 "Executive Director Salary and Qualification Schedule"

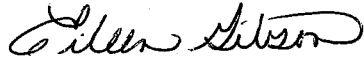
The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Executive Director's 4.6% salary increase as calculated using the new "Executive Director Salary and Qualification Schedule". The vote was unanimous.

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

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:42 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF MARCH 14, 2022
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:10 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 February 14, 2022. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the February 2022 vouchers and the January 2022 bank balances and financial statements. The vote was unanimous.

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

The Fiscal Year 2023 Annual Plan was presented. There were no questions or comments from Board members or tenants. Motion by Robert McPhail and seconded by Patricia McKay to approve the Annual Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Language Access Plan. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to approve the new "Labor & Industry Rates" effective April 1, 2022 for maintenance staff. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (2) for the Pinehaven Drive Casement/Awning Window Replacement Project No. 338078 in the amount of \$1,981.20 to change interior window trim to flat stock and add ice and water barrier and PVC flat stock trim at exterior for kitchen windows. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (2) for the Harvard Court Window & Siding Replacement Project No. 338080 in the amount of \$30,578.19 to address damaged gypsum by plastering, sanding, priming and painting. The cost is a 3.24% increase to the contract. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Certificate of Substantial Completion on the Pinehaven Drive Casement/Awning Window Replacement Project No. 338078 effective March 8th, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certificate of Final Completion on the Pinehaven Drive Casement/Awning Project No. 338078 pending RCAT Manager, Kate Ferreira's signature. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certificate of Final Completion on the Bedford St. Window & Siding Project No. 338079 pending RCAT Manager, Kate Ferreira's signature. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to accept the following Public Housing Notices:

PHN 2022-03 "Fair Housing Marketing Plan"

PHN 2022-04 "Guidance on Income Exclusions from Rent Determinations in State-Aided Public Housing"

PHN 2022-05 "Guidance to LTO Officers Who Also Serve as Housing Authority Board Members and Tenant Board Members"

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 Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:40 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF APRIL 11, 2022
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, Patricia McKay, Theresa Lynskey, Michelle Frazier
Excused: Robert McPhail

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of March 14, 2022. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the March 2022 vouchers and the February 2022 bank balances and financial statements. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the Fiscal Year 2022 Budget Revision. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve D & S Construction of Mashpee as the low bidder on the Pine Circle ADA Bathroom Project No. 338086 in the amount of \$55,000. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. (3) on the Harvard Court Window & Siding Project No. 338080 in the amount of \$18,025.25. The Change Order includes the cost for the removal of additional linear feet of asbestos not in the original contract. The vote was unanimous.

The Board discussed tenant owned furniture, in and around the new gazebo at Stetson Terrace, and agreed that after a step is installed for safe access, that all tenant furniture is to then be removed. Motion by Patricia McKay and seconded by Theresa McKay. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the following Public Housing Notices:

- PHN 2022-06 "Calendar of Submissions and Certifications"
- PHN 2022-07 "Local Housing Authority Requirements to Post Key Information and Grievance Rights"


The vote was unanimous.

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

Under new business Patricia McKay, member of the Community Preservation Committee, informed the Board that in the Fall of 2022 the Housing Authority will receive funds in the amount of \$20k - \$50k.

Motion by Michelle Frazier 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 MAY 16, 2022
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:10 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 Patricia McKay to approve the minutes of the Regular Board Meeting of April 11, 2022. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the April 2022 vouchers, March 2022 bank balances and financial statements and the quarter ending March 31, 2022 operating statements, modernization reports and tenant's accounts receivable reports. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. (4) on the Harvard Court Window & Siding Project No. 338080 to extend the contract an additional (28) days due to the additional work needed for patching, sanding and painting. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve the Certificate of Substantial Completion on the Pine Circle Fire Door Replacement Project No. 338090 effective April 12th, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certificate of Final Completion on the Pine Circle Fire Door Replacement Project No. 338090 pending RCAT Manager Kate Ferreira's signature.

Motion by Patricia McKay and seconded by Michelle Frazier to accept the following Public Housing Notices:

- PHN 2022-07 "LHA Requirements to Post Key Information and Grievance Rights"
- PHN 2022-08 "Clarification on Transfers Requested as Part of a Request for Reasonable Accommodations"

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 Michelle Frazier 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

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF JUNE 21, 2022
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:20 P.M. It was noted that the meeting was not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to keep the Organization of the Board as follows:

- Chairperson – Katharine Kelleher
- Vice-Chairperson – Patricia McKay
- Treasurer – Robert McPhail
- Asst. Treasurer – Theresa Lynskey

The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of May 9, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the May 2022 vouchers, April 2022 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (5) on the Harvard Court Window & Siding Project No. 338080 to add an additional window to the community room in the amount of \$1,100.23. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve Change Order No. (6) on the Harvard Court Window & Siding Project No. 338080 to install stained plywood in the gazebo/office in place of gypsum wallboard in the amount of \$400.78. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Whitman Housing Authority Affirmative Fair Housing Marketing Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve a new Reasonable Accommodations Policy that applies to both state and federal properties owned and managed by the Whitman Housing Authority. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certificate of Substantial Completion on the Pinehaven Drive Risers and Railings Replacement Project No. 338085 pending RCAT Manager Kate Ferreira's signature. The vote was unanimous.

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

- 338086 – Pine Circle ADA Bathroom Project
- 338087 – Fullerton Ave. Porch Removal Project (HILAPP)
- 338090 – Pine Circle Fire Door Replacement Project
- 338091 – Stetson Terrace Sewer Line & Lift Pump Study
- 338092 – Pine Circle Exterior Meter & Breaker Study
- 338093 – Stetson Terrace Underground Wire Study
- 338094 – Stetson Street Garage Roof Replacement

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

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:29 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

WHITMAN HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING OF JULY 11, 2022
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
Excused: Robert McPhail

Motion by Patricia McKay and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of June 21, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the June 2022 vouchers and May 2022 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the Real Estate Assessment Center (REAC) score for the inspection of the Harvard Court property.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Juneteenth Independence Day as a federal paid holiday for Whitman Housing Authority staff.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. (7) on the Harvard Court Window & Siding Project No. 338080 in the amount of \$3,210 for additional costs outside the amount built into the original contract. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Certificate of Substantial Completion on the Harvard Court Window & Siding Project No. 338080. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certificate of Final Completion on the Harvard Court Window & Siding Project No. 338080. The vote was unanimous.

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

PHN 2022-09 "Updates to Performance Management Review (PMR) for 2022"

PHN 2022-10 "Revised PMR Maintenance Metrics"

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 Whitman Housing Authority received an "ARPA Target Award" letter from the Department of Housing & Community Development to address updates to fire alarm systems, if necessary, at the (705-1) Scattered Sites properties. The award is intended to cover the total development cost of the project.

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:26 p.m. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OF AUGUST 22, 2022
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, Robert McPhail, Patricia McKay, Theresa Lynskey, Michelle Frazier

Motion by Patricia McKay and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of July 11, 2022. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the July 2022 vouchers and June 2022 bank balances and financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the following Certifications for the Fiscal Year End 2022:

Certification of Operating Statements and Modernization Reports
Tenant's Accounts Receivable
Top 5 Compensation

Board signatures required and obtained. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the FYE 2022 Lead Paint Certification. Board signatures required and obtained. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to write off bad debt as follows:

Harvard Court - \$15.00

The vote was unanimous.

Motion by Patricia McKay and second by Theresa Lynskey to approve Change Order No. (1) for the Pine Circle ADA Bathroom Project No. 338086 to add an additional (12) weeks to the contract completion date due to a twelve-week lead time on the Swanstone shower walls. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. (8) on the Harvard Court Window & Siding Project No. 338080 for a credit of (\$1,500) to be issued to reduce the cost of the project. The credit was issued as DDC Construction did not have to remove and reinstall the fence by the laundry room.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (9) on the Harvard Court Window & Siding Project No. 338080 to increase the contract time by (11)

calendar days which is (6) working days. This changes the Substantial Completion date from June 24, 2022 to July 5, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve low-bidder, Blinds to Go on the Harvard Court ADA Window Shade Project in the amount of \$11,163.06. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve a DHCD Compliance Certification that the Harvard Court Section 8 New Construction property is to remain a low-income affordable property. Chairwoman Katharine Kellehers' signature obtained. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to accept the following Public Housing Notices:

PHN 2022-11 "New Agreed Upon Procedures Requirement for Section 8 New Construction and Substantial Rehabilitation Properties"

PHN 2022-12 "Updates to c. 167 & c. 689 Housing Contracts"

The vote was unanimous.

Motion by Michelle Frazier and seconded by to Robert McPhail 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 8:06 p.m. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OF OCTOBER 17, 2022
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 Patricia McKay and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of August 22, 2022. The vote was unanimous.

Accountant, Steve Cote presented the FY 2023 State and Federal budgets and the Executive Director's salary worksheet.

Motion by Patricia McKay and seconded by Robert McPhail to approve the FY 2023 State budget that include the 400-1 and MRVP programs. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the FY 2023 Federal budget. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to approve the FY 2023 Executive Director's salary worksheet. The vote was unanimous.

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the August and September 2022 vouchers, and the July and August 2022 bank balances and financial statements. The vote was unanimous.

The Board voted by phone on September 15th, 2022 to reject the single bid received on the Fullerton & South Ave. Porch Renovation Project No. 338087 in the amount of \$183,000 for the base bid and \$239,000 to include the alternate work at South Ave. The sole bidder, Zander Corp. of Middleboro was notified that due to a lack of funding, the bid was rejected. The motion was made by Robert McPhail and seconded by Michelle Frazier. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Hub Electric, Inc. of Woburn, MA as the low bidder on the Exterior Meter & Breaker Replacement Project No. 338092 in the amount of \$82,500 which includes the alternate to complete a third building. Electrical Engineer, John Murphy checked references and recommended approval. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certificate of Final Completion on the Stair Risers and Railings Project No. 338085. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the pre-application submittals to the Whitman Community Preservation Committee. The submittals included the following:

1. Stetson Terrace Underground Wiring Replacement Project - \$115,881.25
2. Pine Circle Paving Project - \$73,459
3. Stetson Terrace Concrete Entry Pad and Railings Project - \$321,558

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

PHN 2022-15 "Automation of Vacancy Fees"

PHN 2022-16 "FY23 Local Housing Authority Budget Guidelines"

PHN 2022-17 "Fire Alarm Testing and Maintenance Requirements"

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

Chairwoman Kelleher received an additional award letter from the Dept. of Housing & Community Development in the amount of \$7,500 for the removal of asbestos in connection with the Fullerton/South Ave. Porch Replacement Project No. 338087.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 8:20 p.m. The vote was unanimous.

At 8:21 P.M. Chairwoman Kelleher opens Executive Session and informs attendees, other than Board Members, that this meeting is closed to the public.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 14, 2022
HARVARD COURT, WHITMAN, MA

Chairwoman, Katharine Kelleher, called the open meeting to order at 7:02 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 Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of October 17, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the October 2022 vouchers, September 2022 bank balances and financial statements and the operating statements for the quarter ending Sept. 30th, 2022. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve the amended Preventive Maintenance Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the FY 2023 State Contract for accounting services with Fenton, Ewald & Associates, P.C. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to approve the updated Emergency Board Notification Policy. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve Change Order No. 2 on the Pine Circle ADA Bathroom Project No. 338086 in the amount of \$1,810 for the replacement of GFI's and wiring to be compliant with current electrical codes. In the interest of time, this was a telephone vote on October 28th, 2022. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve Change Order No. 3 on the Pine Circle ADA Bathroom Project No. 338086 in the amount of \$535.50 to vent fans outside, add soffits and replace insulation around the fans. In the interest of time, this was a telephone vote on October 28th, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. 4 on the Pine Circle ADA project No. 338086 in the amount of \$840 to replace the glass in the bathroom windows with tempered glass as required by current building code. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Contract for Financial Assistance in the amount of \$143,997 in ARPA funds to be used in part for the following projects:

Project No. 338091 Stetson Terrace Sewer Line & Lift Pump Study - \$44,727

Project No. 338092 Pine Circle Exterior Breaker and Meter Replacement - \$99,270

Chairwoman Kelleher's signature was required. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Contract for Financial Assistance in the amount of \$30,478 in ARPA Targeted funding to be used to evaluate fire-alarm detection systems and confirm that all Scattered Sites are compliant with current code requirements. Chairwoman Kelleher's signature was required. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to accept the following Public Housing Notices:

PHN 2022-18 "State Units Federalization Notice of Funding Availability"

PHN 2022-19 "NCSR Recapitalization Notice of Funding Availability"

PHN 2022-20 "705 Repositioning Notice of Funding Availability"

PHN 2022-21 "Preservation & Modernization Resources for LHA-Owned Section 8 NC/SR Properties"

The vote was unanimous.

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

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:01 p.m. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OF DECEMBER 12, 2022
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 not being recorded.

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

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of November 14, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the November 2022 vouchers, and the October 2022 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the results of the Fiscal Year 2022 Performance Management Review. The vote was unanimous.

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

PHN 2022-22 "Mass State-Aided Housing Programs Property, Boiler/Machinery and Crime Insurance"

The vote was unanimous.

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

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

Respectfully Submitted,



Eileen Gibson
Executive Director