

**MINUTES OF REGULAR BOARD MEETING OF JANUARY 9, 2023  
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  
Absent: None

Motion by Robert McPhail and seconded by Michelle Frazier to approve the minutes of the Regular Board Meeting of December 12, 2022. The vote was unanimous.

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

Following a review of the Equal Employment Opportunity Policy and Affirmative Action Plan, a motion was made by Patricia McKay and seconded by Michelle Frazier to approve the policy with no changes. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to continue to get quotes for lawn mowing for the 2023 season. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to have (1-2) units at Harvard Court painted to determine if the quality of work meets the satisfaction of the Authority. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept Public Housing Notice 2022-23 "Attestation Form for Nonpayment Notices to Quit". 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 Theresa Lynskey to accept correspondence from DHCD informing the Whitman Housing Authority of the FY2026 Formula Funding Award in the amount of \$143,951.

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:46 p.m. The vote was unanimous.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eileen Gibson". The signature is written in a cursive style with a large, looping initial "E".

Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 13, 2023  
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, Theresa Lynskey, Michelle Frazier

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of January 9, 2023. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve the January 2023 vouchers, December 2022 bank balances and financial statements and the operating statements for the quarter ending Dec. 31, 2022. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the Agreed Upon Procedures Audit for the fiscal year ending June 30, 2022 with no findings in all (57) applicable categories. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the EIV Income Verification Policy as amended to update the Contract Administer from DHCD to MassHousing. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the Report of the Whitman Housing Authority as presented to Town Hall for the 2023 Annual Town Report. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to table the review of the 2024 Annual Plan following the presentation to residents at the next meeting scheduled for March 13<sup>th</sup>, 2023. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept Public Housing Notice 2023-1 Guidance Related to Animals in State-Aided Public Housing. The vote was unanimous.

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

Correspondence from HAI Group Property Insurance was presented to the Board commending the maintenance staff on their diligent risk control practices.

Under New Business, Commissioner McPhail requests that the office look into how many residents are using the weekly shopping bus.

Motion by Michelle Frazier and seconded by Theresa Lynskey to adjourn the meeting at 8:24 pm. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director

**MINUTES OF REGULAR BOARD MEETING OF MARCH 13, 2023  
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 February 13, 2023. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the February 2023 vouchers and the January 2023 bank balances and financial statements. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to approve the 2024 Five-Year Capital Improvement Plan. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to approve the 2024 Annual Plan. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the Harvard Court Tenant Selection Plan. The vote was unanimous.

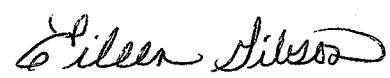
Motion by Theresa Lynskey and seconded by Michelle Frazier to approve GMG Landscape as the low bidder for the 2023 mowing season in the amount of \$11,700 with the option to renew for up to three years. The vote was unanimous.

The Director reports that the shopping bus currently takes approximately (9-10) tenants grocery shopping each week. Office staff also called A&A Transport as requested, and they cannot accommodate ten people with (4) bags each. Their cost was also twice the price of the shopping bus.

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

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:45 pm. The vote was unanimous.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eileen Gibson". The signature is fluid and cursive, with a large initial "E" and a long, sweeping tail.

Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF APRIL 10, 2023  
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 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 revised minutes of the Regular Board Meeting of March 13, 2023. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the March 2023 vouchers and the February 2023 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to reject Kreative Developers LLC of Boston, as the low bidder on the Fullerton Ave. Porch Removal Project No. 338087 in the amount of \$78,275 as Kreative Developers, LLC failed to provide a bid deposit. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve Northeast Construction of Marlboro as the lowest and most responsible bidder on the Fullerton Ave. Porch Removal Project No. 338087 in the amount of \$79,100. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Patricia McKay to approve William Hogan Electrical, LLC of Whitman as the lowest and most responsible bidder on the Scattered Sites Fire Alarm Systems Project No. 339095 in the amount of \$12,075. The Executive Director provided a Disclosure of Appearance of Conflict of Interest as required by G. L. c. 268A, Section 23(b)(3). The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to approve the Certificate of Substantial Completion on the Pine Circle ADA Bathroom Project No. 338086 as of November 29, 2022. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the Certificate of Final Completion on the Pine Circle ADA Bathroom Project No. 338086 with the Whitman Housing Authority holding back \$750 under "other claims by owner" as some of the finish work was not up to the standards expected by the Authority and maintenance will need to address these issues. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the new Labor & Industries Rates effective April 1, 2023. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to write off \$400 in uncollectible rent for a vacated unit at the (667-4) state elderly property. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to request that the Board of Selectmen re-instate Michelle Frazier to the seat of Resident Board Member for a five-year term. Michelle's appointment ends after only (2) years because the remaining term of the seat she was appointed to had only (2) years remaining. Housing Authority Board Members in favor of the re-appointment will sign the letter of request. Motion by Patricia McKay and seconded by Theresa Lynskey to request the re-instatement for a five-year term. The vote was unanimous.

The Director presented the Rent Comparability Study for the Harvard Court property. It was determined that the estimated market rent for a one-bedroom, (725) Sq. Ft. unit, with all utilities included is \$1,800 per month.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve a "Mark-Up-To-Market" rent from \$921 to \$1,800 per month for Harvard Court units, following the required 30-day notification to tenants for comments and questions and pending HUD approval. Tenants will continue to pay 30% of their monthly net-income with HUD subsidizing the remainder. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to revise the budget for Harvard Court to increase the maintenance salaries budget line-item in the amount of \$35,000 for additional overtime and extended hours for the part-time seasonal employee due to the extremely high turnover rate at Harvard Court which is 22% with three months remaining in the fiscal year. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the results of the Resident Survey for the Stetson Terrace and Pine Circle properties. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to accept Public Housing Notice PHN 2023-3 "Wage Match for State Housing Program Tenants". The vote was unanimous. Following Board approval, Chairwoman Kelleher signed the acknowledgement on behalf of the Board.

Motion by Michelle Frazier and seconded by Patricia McKay 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 8:44 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson, Executive Director



MINUTES OF REGULAR BOARD MEETING OF MAY 8, 2023  
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 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 10, 2023. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the April 2023 vouchers, March 2023 bank balances and financial statements and the quarter ending March 31, 2023 operating statements, modernization reports and tenants accounts receivable. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to award the Harvard Court sealcoating project to the low-bidder, Baystate Sealcoating of Hanson, in the amount of \$11,000. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve low bidder, Trent Martin with a (3) year contract for plumbing services. The vote was unanimous.

Motion by Michelle Frazier and seconded by Patricia McKay to approve the changing of building locks at Harvard Court as the Housing Authority can no longer get keys made for existing locks. Tenants will receive new keys at completion.

Motion by Patricia McKay and seconded by Robert McPhail to convert the fire panels in all four buildings at Harvard Court to radio transceivers and to upgrade software to include the location of each device. The vote was unanimous.

Board member evaluations of the Executive Director were provided to the Chairwoman, Katharine Kelleher. There were no negative findings.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept Public Housing Notices: PHN 2023-04 "New Public Housing Redevelopment and Land Disposition Powers" and PHN 2023-05 "New Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board". The vote was unanimous.

The Executive Director handed Board members the new "Guide for Members of Public Boards and Commissions" from the Office of the Inspector General, updated in January 2023 for questions and discussion at the next scheduled meeting. Motion by Patricia McKay and

seconded by Michelle Frazier to table this until the June 12, 2023 meeting. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier 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 7:40 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF JUNE 20, 2023  
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 Theresa Lynskey to approve the minutes of the Regular Board Meeting of May 8, 2023. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve the May 2023 vouchers and April 2023 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to accept the statutes found in the "Guide for Members of Public Boards and Commissions" from the Office of the Inspector General, effective January 2023. The vote was unanimous.

Motion by Patricia McKay to write off uncollectible debt for a vacated tenant from Harvard Court (667-3) in the amount of \$137. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. 1 in the amount of \$95,000 to enable Hub Electric to order three additional meter & breaker panels so the Housing Authority can complete the Pine Circle Meter & Breaker Project No. 338092. An emergency waiver was approved by the Division of Capital Asset Management and Maintenance Department. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to accept the FY 2023 Income Limit and Fair Market Rents for State-Aided Public Housing, effective May 15, 2023. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to accept Public Housing Notices: PHN 2023-06 "Mediation Services Provided by the Massachusetts Office of Public Collaboration" and PHN 2023-07 "Revised Income Limits for Admission & FMRs for Continued Occupancy". The vote was unanimous.

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

A letter from the Board of Selectmen was read, reinstating resident board member, Michelle Frazier for an additional five-year term.

Motion by Patricia McKay and seconded by Theresa Lynskey to adjourn the meeting at 7:50 PM.  
The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF JULY 10, 2023  
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 Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of June 20, 2023. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of Executive Session held on June 20, 2023. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve the June 2023 vouchers, May 2023 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. 1 on the ARPA Fire Alarm Systems Project No. 338095. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the Certificate of Substantial Completion dated June 25, 2023 on the ARPA Fire Alarm Systems Project 338095. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Certificate of Final Completion on the ARPA Fire Alarm Systems Project 338095 pending the signature of RCAT Manager, Kate Ferreira and Rogue Engineering. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the FY2023 Employee Trainings Form to be submitted to (EOHLC) as a requirement of the annual Performance Management Review (PMR).

Motion by Patricia McKay and seconded by Michelle Frazier to award the Harvard Court Existing Fire Panel Upgrades project to Flight Alarm of Pembroke in the amount of \$15,169. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Amendment #11 of the Contract for Financial Assistance (CFA) 5001 in the amount of \$516,668. Chairwoman Katharine Kelleher signed the document. The vote was unanimous.

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

PHN 2023-08 "Centralized Screening Determinations for Priority & Preference"

AHVP PHN 2023-03 "Centralized Screening Determinations for Priority & Preference"

The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to schedule the next Board meeting on August 28, 2023 which will include all fiscal year end reports and certifications.

Motion by Patricia McKay and seconded by Theresa Lynskey 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 8:44 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF AUGUST 28, 2023  
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, Michelle Frazier

Motion by Robert McPhail and seconded by Michelle Frazier to keep the organization of Board positions as is, with no changes. The vote was Unanimous.

- Chairperson – Katharine Kelleher
- Vice-Chairperson – Patricia McKay
- Treasurer – Robert McPhail
- Asst. Treasurer – Theresa Lynskey
- Resident Member – Michelle Frazier

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of July 10, 2023. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the July 2023 vouchers, June 2023 bank balances and financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the FYE 2023 Operating Statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the FYE 2023 Top Five Compensation Calculation. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to certify the FYE 2023 Compliance with Notification Procedures for Federal and State Lead Paint Laws. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to certify Compliance with the Harvard Court Section 8 Affordable Use Restriction as recorded by EOHLC. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve a High Leverage Asset Preservation Program (HILAPP) application to secure additional funding for Option 2 of the Sewer Line & Lift Pump Project at Stetson Terrace. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Robert McPhail to appoint acting Contract Officer, Eileen Gibson, as the signatory on all Contracts for Financial Assistance (CFA)s and CFA amendments, following Board approval. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to approve the Harvard Court Rent Policy to be in compliance with the lease. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the Eviction Policy and Procedures. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the maximum hourly increase rate to the Maintenance Supervisor position beginning at the start of the FY2024 budget cycle. The maximum hourly rate has not seen any changes since the 1980's. The vote was unanimous.

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

PHN 2023-09 "Updates to Performance Management Review 2023"

PHN 2023-10 "High Leverage Asset Preservation Program (HILAPP) Updates"

PHN 2023-11 "Updated Accelerated Independent Modernization and Management (AIMM) Program"

PHN 2023-12 "Mandatory Data Reporting"

The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier 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 8:37 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director



MINUTES OF REGULAR BOARD MEETING OF OCTOBER 12, 2023  
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, Theresa Lynskey, Michelle Frazier

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of August 28, 2023. The vote was unanimous.

The 2024 Fiscal Year Budget and Executive Director Salary Calculation was presented to the Board by Steve Cote, accountant at Fenton, Ewald & Associates. Motion by Theresa Lynskey and Michelle Frazier to accept the FY2024 budget and salary calculation. The vote was unanimous. Board signatures were required.

Motion by Patricia McKay and seconded by Robert McPhail to approve the August and September 2023 vouchers, the July and August 2023 bank balances and the August 2023 financial statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the results of the fiscal year 2023 Performance Review. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to write off \$9,131.33 in unpaid rent following eviction(s). The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to accept the results of the Management Occupancy Review by MassHousing for the prior (12) months. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve the Harvard Court Grievance Policy and Procedures. The vote was unanimous.

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

PHN 2023-13 "On-Site Solar Power: Opportunities for Cost Saving and Clean Energy"

PHN 2023-14 "FY2024 Local Housing Authority Budget Guidelines"

PHN 2023-15 "Revised Housing Situation Priority Policy"

PHN 2023-16 "MRVP Going Live and Centralizing Determinations for Preference & Priority"

PHN 2023-17 "EOHLC Vacancy Initiative"

The vote was unanimous.

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

Correspondence received from Whitman Town Hall explains the new requirement that all Boards and Committees are to begin recording all public meetings with the exception of "Executive Session". The Town will provide a recorder to each committee. Motion by Patricia

McKay and seconded by Robert McPhail to accept the Town's new requirement as voted in by the citizens of Whitman. The vote was unanimous.

Motion by Michelle Frazier and seconded by Theresa Lynskey to adjourn the meeting at 9:05 PM. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 13, 2023  
HARVARD COURT, WHITMAN, MA

Vice-Chair Patricia McKay called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

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

Motion by Robert McPhail and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of October 12, 2023. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve the October 2023 vouchers, September 2023 bank balances and financial statements and the Quarter Ending September 30, 2023 Operating Statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Michelle Frazier to approve a revision to the FY2024 Capital Improvement Plan to include the replacement of an ADA ramp. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to increase the Tenant Program Coordinator position from a (30) hour work week to a (37.5) hour work week. The vote was unanimous.


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

- PHN 2023-18 "Notice of Funding Availability Resident Service Coordinators"
- PHN 2023-19 "Public Housing Innovations 2024 Notice of Funding Availability"
- PHN 2023-20 "Request for Information Regarding Pre-Qualification of Accounting Firms to Conduct Agreed Upon Procedure Audits"

The vote was unanimous.

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

Motion by Robert McPhail and seconded by Michelle Frazier to adjourn the meeting at 7:28 PM. The vote was unanimous.

Respectfully Submitted,  
  
Eileen Gibson  
Executive Director

MINUTES OF REGULAR BOARD MEETING OF DECEMBER 11, 2023  
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 recorded.

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

Motion by Patricia McKay and seconded by Theresa Lynskey to approve the minutes of the Regular Board Meeting of November 13, 2023. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the November 2023 vouchers, October 2023 bank balances and financial statements and the Quarter Ending September 30, 2023 Tenants Accounts Receivable Report. The vote was unanimous.

Motion by Theresa Lynskey and seconded by Michelle Frazier to accept the Agreed Upon Procedures Audit for the fiscal year ending June 30, 2023. There were no findings against the Housing Authority. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve Change Order No. (1) on the Fullerton Ave. Porch Replacement Project No. 338087 in the amount of \$800 to replace the conduit feeding the exterior porch light to comply with current code requirements. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to approve Change Order No. (2) on the Fullerton Ave. Porch Replacement Project No. 338087 to provide 1.5-inch exterior rigid insulation on the front façade under the new vinyl siding in the amount of \$5,200. This has been approved to use sustainability funding. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. (3) on the Fullerton Ave. Porch Replacement Project No. 338087 in the amount of \$4,000 to replace trim at front facade windows with metal to match. The vote was unanimous.

Motion by Patricia McKay and seconded by Theresa Lynskey to approve Change Order No. (4) on the Fullerton Ave. Porch Replacement Project No. 338087 in the amount of \$3,900 to repair the entrance side of the bay window roof overhang to match the other two sides. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to enter into a Supportive Housing partnership and to enter into a Memorandum of Understanding with Old Colony Elder Services. The Board was polled. There were (3) yeas and (1) nay.

Motion by Patricia McKay and seconded by Michelle Frazier to add Kerri-ann Veiga to Santander Bank to make deposits only. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve a State Contract for accounting services with Fenton & Ewald Associates for the period of July 1, 2023 through June 30, 2024. The vote was unanimous.

Motion by Patricia McKay and seconded by Michelle Frazier to accept Public Housing Notice: PHN 2023-21 "Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period (11/17/23 to 11/17/24)"  
The vote was unanimous.

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

Motion by Patricia McKay and seconded by Michelle Frazier to adjourn the meeting at 8:16 PM. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson  
Executive Director