



Halifax Housing Authority
1 Parsons Lane
Halifax, Mass'tts 02338

MINUTES OF MEETING

April 7, 2016

Meeting called to order at **5:00 p.m.**: **Roll Call** performed and Members Present: Lee Mulready, Martha Smith, Richard Clark and Jack Mather. Absent was, Patricia McCarthy. Also present were, John P. McKeown, E.D.

Minutes of January 7, 2016. **Motion to Approve**, made by Dick Clark, seconded by Martha Smith, **voted 3-0-1**. Lee Mulready abstained.

Executive Director's Report: Director informed the Board that Patricia McCarthy was unable to attend this evening as she had an unexpected death in the family. The Board and Director extend their deepest sympathies to Ms. McCarthy and her family. Next, Board is informed that all units are currently leased and rent rolls are consistent, month over month. (1) 705 on 20 Eleventh Ave had a tree fall, affecting an adjacent property. Informed State and in turn told property owner she needs to go through her homeowner's policy. Chairman Mather suggests to Director to look into Call-Center Translating services as an option for non-speaking English, applicants. HHA would only pay for what they translate. Chairman requests enrollment for the upcoming meeting for commissioner training in Franklin, MA.

Old Business:

Automatic Laundry proposal was discussed once again. The HHA is interested in obtaining (1) new Washer and (1) stackable Dryer (w/ 2- dryers), a revenue split of 60-40%. The Board discussed fee structure of \$ 1.50 per cycle (each load of washing or drying) and will act on proposal and fees later tonight.

New Business: February 2016 Financials, A/P March 1-31, 2016, HAP Warrants for March 2016, Bills, and Payroll for March 2016 were discussed next:

The **February 2016 Financials** were reviewed. On a **Motion** by Martha Smith, to **Approve** the **January 2016 Financial Report**, seconded by Lee Mulready, the vote was 4-0 to approve.

On a **Motion** by Martha Smith, seconded by Dick Clark to **Approve the HAP Warrant** for the period of **February 1, 2016, checks 1206 – 1218**, in the amount of **\$ 11,418.00**, the Motion was approved 4-0.

On a **Motion** by Dick Clark, seconded by Martha Smith to **Approve the Warrants, A/P Bill and Payroll** for **3/1/16** through **3/31/16**: Motion passed 4-0.

- Resolution 24:** To authorize the Director to enter into an agreement w **Automatic Laundry** for **Washer Dryer Services** for the Halifax Housing Authority and the residents it serves and to further: authorize the fee schedule to be **\$1.50**, per cycle of use, and to authorize the Director to sign contract.
Motion to approve: By Martha Smith, seconded by Lee Mulready, and motion passed 4-0.
- Resolution 25:** To approve and adopt the Halifax Housing **Travel Policy**, as written.
Motion to approve: By Lee Mulready, seconded by Martha Smith, and motion passed 4-0.
- Resolution 26:** To Approve **Amendment no.3** to the **Capital Improvement Work Plan 5001** in the amount of **\$ 79,326** to bring the total award to **\$ 316,404.00** and, extends the contract dates of service from **6/30/2017** to **6/30/2018**.
Motion to approve: By Martha Smith, seconded by Dick Clark, and motion passed 4-0.

The chair recognized Resident Jodie Vigeant. Ms. Vigeant asks the Director to look into the missing door on the dumpster. Dick Clark suggests that every time the dumpster is emptied, the door slides off into the rubbish packer. The Director will call Howland Disposal.

At **6:00 p.m.** on a **Motion to Adjourn** by **Lee Mulready**, and seconded by **Dick Clark**: **All voted in favor.**

Next Meeting, Thursday, May 5, 2016 at 5:00 p.m.

List of Documents:

Minutes 03/03/2016,
March HAP,AP Warrant Bills, Payroll,
Financials, PayChex Report.

Respectfully Submitted,

John P. Mc Keown, E.D., PHM