

GEORGETOWN HOUSING AUTHORITY AGENDA

September 14, 2016
3:15 @ Trestle Way

ROLL CALL

MINUTES

EXECUTIVE DIRECTOR REPORT

UNFINISHED BUSINESS

NEW BUSINESS

Sign certificate of substantial completion for project #105028
Sign year end financial statement certification
Appoint the ED as Chief Procurement Officer

CORRESPONDENCE

AUDIENCE COMMENTS

ADJOURNMENT



The Georgetown Housing Authority met in Regular Session on Wednesday September 14, 2016. The meeting was called to order at 3:15 by Frank Harper.

Roll call:

Frank Harper, Dave Schauer, Juliet Rec and Phil Cardoza

The minutes of the June 15th and July 19th meetings were accepted.

Unfinished Business:

The 667 waitlist has 61 applicants, 19 non-elderly, 0 emergencies, 2 transfers and 42 elderly.

The 705 waitlist has 28 applicants, 1 is an emergency.

We had 2 move ins for June, July and August. We currently have 5 vacancies, 2 units are offline for modernization.

84 Work orders were completed in August for 667, 6 were urgent. There are currently 2 open.

3 work orders were completed for 705, 1 was urgent. There is currently 0 open.

The paving project #105028 gave us an additional 7 parking spaces as well as Jewett Street walkways and road repair, Laurel Lane road repairs and added a walkway at the septic pumping station.

We didn't receive any bids for project #105030, heat pumps. The project went back out to bid.

We purchased and installed a cigarette smoke detector.

New Business:

Schauer made a motion, 2nd by Cardoza to approve the certificate of substantial completion for project #105028.U.

The board signed the yearend financial statement certification.

Harper made a motion, 2nd by Schauer to appoint the ED as Chief Procurement Officer. U.

Meeting adjourned at 3:35.

Respectfully submitted,
Diane Drinan, PHM
Executive Director
Secretary Ex-officio



GEORGETOWN HOUSING AUTHORITY
AGENDA
Special Meeting
July 19 @ 10:30

**Purpose of the meeting is to approve the change
order #1 for the paving project #105028**

The Georgetown Housing Authority met in Special Session on July 19, 2016.

Harper called the meeting to order at 10:30.

Roll call:

Frank Harper, Dave Schauer, Juliet Rec and Phil Cardoza

Harper made a motion to approve change order #1 for project #105028 in the amount of \$4241.46, 2nd by Schauer. U.

Meeting adjourned at 10:35.

Respectfully submitted,
Diane Drinan, PHM
Executive Director
Secretary Ex-officio

GEORGETOWN HOUSING AUTHORITY AGENDA

**June 15, 2016
3:15 @ Trestle Way**

ROLL CALL

MINUTES

EXECUTIVE DIRECTOR REPORT

UNFINISHED BUSINESS

NEW BUSINESS

Approve Capital Plan

Election of Officers

Fire Chief Mitchell to address the Board regarding the smoke detector initiative

Vote to approve emergency access from Hemlock Lane to route 97 to be utilized by the Emergency Management Team.

CORRESPONDENCE

AUDIENCE COMMENTS

ADJOURNMENT

The Georgetown Housing Authority met in Regular Session on Wednesday June 15, 2016. The meeting was called to order at 3:15 by Frank Harper.

Roll call:

Frank Harper, Dave Schauer, Juliet Rec and Phil Cardoza

The minutes of the May 11th meeting were accepted.

Unfinished Business:

The 667 waitlist has 67 applicants, 21 non-elderly, 0 emergencies, 1 transfer and 46 elderly.

The 705 waitlist has 28 applicants, 1 is an emergency.

We had 0 move ins for May. We currently have 4 vacancies, 2 units are offline for modernization.

47 Work orders were completed in May for 667, 8 were urgent. There are currently 8 open.

0 work orders were completed for 705, 0 were urgent. There is currently 1 open.

Melanie Loveland-Hale explained the ownership of the Housing Authority as:
The Housing Authority owns the title. DHCD has oversight powers derived from the contract for financial assistance and from Massachusetts General Law Chapter 121B. The state provides capital money and operating subsidy to maintain and repair the properties.

New Business:

Harper made a motion, 2nd by Cardoza to approve the 2017 Capital Plan. U.

Harper made a motion, 2nd by Rec to keep all officers in their current positions. U.

Schauer made a motion, second by Cardoza to approve emergency access from Hemlock Lane to route 97 to be utilized by the Emergency Management Team. U.

Meeting adjourned at 3:30.

Respectfully submitted,
Diane Drinan, PHM
Executive Director
Secretary Ex-officio