

Present: Chairperson, Commissioner Bruce Haskins, Commissioners: Janice Shattuck, Donna Franzek, Executive Director (E.D.), Marilyn Tremblay, and Paula Andrews, Administrative Assistant.

Absent: Commissioner Katherine Harris

**Minutes of Previous Meeting**

Chairperson, Commissioner Haskins opened the Board meeting at 6:04 p.m. and asked if there were any comments, questions, etc. regarding the previous month's minutes. Commissioner Shattuck made motion to accept the minutes. Commissioner Franzek seconded the motion.

Yeas: Unanimous

**Financial Report**

ED Tremblay commented that the report exhibits an amount of \$14,000.00 already directed for driveway repair and additional surveillance cameras. Commissioner Shattuck motioned to accept the Financial Report as written, Commissioner Franzek seconded her motion.

Yeas: Unanimous

**Payments**

One of the commissioners inquired about the bill payment to The Arc on the 20<sup>th</sup> of January. ED Tremblay explained that she had to relocate the tenants during a period while the kitchen was being renovated. Commissioner Shattuck made a motion to accept the Payments as written. Commissioner Franzek seconded the motion.

Yeas: Unanimous

**Monthly Reconciliation**

ED Tremblay stated that there were no audit issues and that the only item picked up on was that the Kubota was never added to the depreciation venue. The monies for the surveillance cameras and driveway repair was previously pointed out to the Board. All favorable.

**PHA Rules & Regulations/Revised**

ED Tremblay went over her revised draft of the PHA Rules & Regulations with the Commissioners. An important omission was noted that on a few of the line items an added clause should read that rules apply for tenants and their guests, as well (ex: #1, 2, and 7). Commissioner Shattuck motioned to accept the draft with the aforementioned additions/changes. Commissioner Franzek seconded the motion.

Yeas: Unanimous

## New Business

ED Tremblay remarked that she was considering home visits for applicants being considered for tenancy but as their need is for low income, public housing ED Tremblay would forgo credit reporting. The Board understood and was in agreement. Another issue discussed was that receiving a directive from DHCD, ED Tremblay stated that Maintenance would be deconditioning all pull chords, whether working or not as DHCD prefers that tenants obtain the Emergency self-response systems, being far superior.

Having been informed that PHA would be getting new water meters installed, we were informed that ours would not be done after all. The Pepperell Dept. of Public Works advised PHA that the outside drain (in the parking lot) would have to be relocated in order to function properly. The DPW would have to call special services to clean it out. As there would be some additional work added to do this, ED Tremblay felt she could use some of the \$14,000.00 for it.

ED Tremblay read something from DHCD re: the elections division. Apparently, they are promulgating to put a tenant on the Board. ED Tremblay feels that the State should elect a tenant, not the tenants, themselves. She plans to advise DHCD that an Executive Director should also be included on the electing panel to forgo the "clique" groups, trouble rousers, etc. Chair/Commissioner Haskins offered that DHCD should come up with a process, guidelines, limitations, etc. while taking into consideration the drawbacks with the tenants doing the electing themselves. ED Tremblay would like them to understand a few things to better understand our (PHA's) situation, etc. We have been without a state appointee, now for 6 years.

## Correspondence

No discussion necessary.

## Executive Director's Report

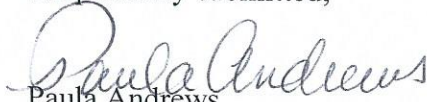
ED Tremblay stated that the new kitchen reno in The Arc came out nice. They will issue a "Certificate of Final Completion" once the "punch list" is done. There are a few minor details that need attention. Commissioner Shattuck motioned to accept the Certificate of Substantial Completion. Commissioner Franzek seconded the motion.

Yeas: Unanimous

## Other Business

The next Board meeting is scheduled for Monday, March 13, 2017 at 5:00 p.m. ED Tremblay will check into liability insurance for Board members. Meeting adjourned at 7:05 p.m.

Respectfully submitted,

  
Paula Andrews  
Administrative Assistant

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