

**Minutes of a Regular Meeting of the Templeton Housing Authority (THA) held on May 12, 2021 at 99 Bridge Street, Baldwinville, MA at 11:00 AM. This meeting was held remotely.**

Members Present: Carol Caisse, Secretary; John Columbus, Chair; Louise Chaffee, Vice Chair

Member Absent: Diane Moulton, Treasurer

Others: Aaron Beineke, Executive Director.

1. Call to Order: The Templeton Housing Authority's monthly meeting was held remotely on Wednesday, April 12, 2021. The Chairperson called the meeting to order at 11:04 A.M.

2. Approval of Minutes:

.. May 12, 2021: A motion was made by Louise Chaffee and seconded by Carol Caisse to approve the minutes of the April 21, 2021 meeting. The motion carries, unanimous approval.

3. Presentation by Resident Service Coordinator from MOC, Magaly Rios: Due to a scheduling conflict the resident service coordinator was not present for the meeting, this agenda item will appear again on the June meeting's agenda. The Executive Director and the RSC both attended a DHCD training regarding the implementation of the SHERA program; the Executive Director gave an overview of SHERA.

4. Review of Public Housing Notices 2021-7 and 2021-6: The Executive director presented information regarding re-opening community buildings per DHCD guidance in PHN 2021-7 and PHN 2021-6 regarding new HUD income limits and Fair Market Rents.

5. Approval of Financial Statements: The Executive director presented the following documents for review and approval: April 2021 check register, payroll, and bank statements. A motion was made by Louise Chaffee to approve the financial statements and a second by Carol Caisse; motion carries.

6. Administrative Update: The Executive Director presented plans to use the PHAnetwork software THA uses for various tenant management and work order system will transition to using the accounts payable functions when the administrative assistants training on accounts payable is completed.

7. Maintenance Work Orders: 47 Work orders were completed at Phoenix Court and 13 at the Tucker Building for a total of 60 work orders. The Executive Director also provided some pictures of maintenance activities that occurred over the month of April.

8. Capitol Projects Update: The exterior doors project is wrapping up currently and there is an ongoing siding project. The light pole replacement project will be starting in May and the common area lighting and heating project is wrapping up as well.

9. Vacancy/Occupancy: The Executive Director reports occupancy remains at 100%.

10. Tenant Account Receivables and Lease Issues – The Executive Director reported on tenant arrearages and tenant lease enforcement activities.

11. Adjournment – At 11:50am a motion for adjournment was made Carol Caisse, second by Louise Chaffee; motion carries. Next meeting will be Friday June 11, 2021 at 11:00am.

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