**Minutes of a Special Meeting of the Templeton Housing Authority (THA)**

**held on October 1, 2021 at 99 Bridge Street, Baldwinville, MA at 11:00 AM**

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

Member Absent: None

Others: Lisa Cormier, Interim Executive Director.

David Connor, Executive Director Winchendon Housing Authority

1. Call to Order: The Chairperson called the meeting to order at 11:00 AM.
2. Meeting with Winchendon Housing Authority: At the Special Meeting held September 17, 2021 at 11:00 AM it was agreed upon to pursue a Management Services Agreement with Winchendon Housing Authority. David Connor walked the Board through the management packet given to the Board for review prior to the meeting. He explained how the management fee of $~~14,373~~ $49,910 (corrected) will be added to his current Executive Director pay and will monitor costs. If he feels the costs get excessive above the initial fee, he will revisit the calculation. He expects day to day operations to stay basically the same; however, he will evaluate systems and report his findings back to the Board. If the Board approves the management agreement, he obtain the Board Chair signatures on the Management Services Agreement, and plans to submit the documents to DHCD on Monday, October 4 for their approval. David’s plan is to reach out to past Executive Directors, learn our systems, work with our fee accountant, and also to keep the Board informed. After a question and answer period and discussion, a motion was made by Louise Chaffee and seconded by Diane Moulton to enter into a Management Services Agreement with The Winchendon Housing Authority. Motion carries unanimously.
3. Adjournment – At 11:45 PM a motion for adjournment was made by Diane Caisse, seconded by Louise Chaffee; motion carries.

The next regular meeting will be Friday, October 8, 2021, at 11:00 AM