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

**held on September 10, 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.

Gary Whitney, Maintenance Supervisor.

1. Call to Order: The Templeton Housing Authority’s monthly meeting was held on August 13, 2021. The Chairperson called the meeting to order at 11:00 A.M.
2. Approval of Minutes: A motion was made by Carol Caisse and seconded by Louise Chaffee to approve the minutes of the August13, 2021 meeting.
3. Interim Executive Director: The Interim Executive Director gave an update that the extra hours are helping alleviate some of the backlog.
4. Executive Director Search: The Board agreed they were underwhelmed by individual responses. A special meeting will be held tentatively Friday, September 17, 2021 to interview Winchendon Housing Authority for a Management Plan.
5. MOC Resident Services: An update was given by the Interim Executive Director.
6. Approval of Financial Statements: The Interim ED presented the following documents for review and approval: June and July 2021 financials, July 2021 check register, payroll, and bank statements. A motion was made by Louise Chaffee and seconded by Diane Moulton to approve the financial statements. Motion carries with all in favor.
7. Administrative Update: Annual Plan: No Public Comments were submitted for review at this meeting, and nobody from the general public or tenants attended today. The recertifications and AUP audit are ongoing, and the Fidelity Bank Pet Account will be set up when a new Executive Director is hired. There is no additional Covid information.
8. Maintenance Work Orders: 35 Work orders were completed at Phoenix Court and 3 at the Tucker Building for a total of 38 work orders.
9. Capital Projects: An update was given by Gary on the light poles project. There has been positive feedback on the lights from the Board, staff, and tenants. Gary checked with select tenants to see if there was an issue with brightness affecting the interior of their units and there was none. The door project at Tucker should be completed next week. He also gave an update on the Fire Alarm project at Tucker. No egress was discussed so he will approach it again with DHCD. At the next meeting, a vote is needed to dispose of broken snowblower.
10. Tenant Account Receivables and Lease Issues – The Interim Executive Director reported on tenant arrearages and tenant lease enforcement activities. There is currently one Notice To Quit issued and a continuance is scheduled for end of October. The list pull for 4 vacancies got waivers extended until October. Another waiver until December will be requested.
11. Adjournment – At 12:14 p.m. a motion for adjournment was made by Carol Caisse, second by Diane Moulton; motion carries. The next meeting will be Friday, October 8, 2021, at 11:00 a.m.