Call to order:

6:03 p.m. meeting called to order by B. Cairns

Present:

Beth Cairns, Greg Cooper, Margot Hammon, Irene Frontiero

Meeting Minutes:

Minutes approved both months. M. Hammon made the motion. B. Cairns seconded. Motion carried with all in favor.

Tenant Concerns:

State tenant surveys were sent out to the residents.

Unit 25. During the paving project, there are concerns about the traffic and parking. People are driving in the wrong direction. The “one way” signs are gone. Unit 25 said that Brian took it down.

Unit 25 will bring her concerns up at the next meeting.

Unit 25 believes that UPS and FedEx are the biggest offenders.

Unit 37. Will there be any handrails on the path from the upper pad? “No, not in this plan” according to Irene. The 6-inch step does not have a railing and you are stepping down onto the street. She wants a railing to help step down. She went downtown to review the steps from the post office and the fire station. The steps there are not as bad as here. She will measure the height of the steps before the next meeting. Greg-Are we in compliance with the state regulations on steps and railings? We need to do some investigation. 5” to 7” is the range of height from the step down to the roadway.

Capital Projects Update:

Paving is underway. Some debris was discovered, and a change order was needed to address it. $2870. B. Cairns made a motion to approve the change order. G. Cooper seconded. The motion carried with all in favor.

Director’s Report:

EHA is trying to sell a snow blower. No offers yet.

Manchester bought a spreader. We need a little bit of work to get the installation completed on our truck.

Annual Independent Audits. The usual place has decided not to do small housing authorities. $3600. I. Frontiero is trying to get another firm from Braintree to handle it.

Executive Director’s salary increase worksheet. Increase in salary of 3%. 16 hours/week. $36k.

Motion by G. Cooper. Seconded by B. Cairns. Motion passed with all in favor.

Next meeting December 10th, 2019, 6p.m.

There being no further business, B. Cairns adjourned the meeting at 7:20p.m.