**MINUTES OF THE TEMPLETON HOUSING AUTHORITY’S BOARD OF COMMISSIONERS**

# **June 10, 2015**

**PRESENT:** (Members) Joyce D. Grucan, Chairman, Mary Chipman, Vice-Chair

Ida Beane, Secretary, Sheila Tallman, Treasurer

Absent: None

Others: Louise Chaffee, Executive Director, A number of Templeton Housing Residents

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The Templeton Housing Authority’s monthly meeting was held on Wednesday, June 10, 2015, in the Community Room at Phoenix Court, 99 Bridge St., Baldwinville. The Chairman called the meeting to order at 4:02 p.m.

**Order of Business**:

-On a motion by Mary Chipman, seconded by Sheila Tallman, the Board voted “To approve June’s Meeting Agenda as presented.” Joyce Grucan declared, motion approved unanimously: In Favor: Three (3) Opposed: none (0).

**Meeting Minutes**:

-A motion was made by Mary Chipman, seconded by Sheila Tallman, “To accept and approve the Minutes of May 9, 2015, as written”; unanimously voted: In Favor: Three (3) Opposed: none (0).

**The Executive Director reported:**

-Phoenix Court had three vacancies. Two units will be leased this month.

-The Tucker Building was at full occupancy.

-Maintenance staff is completing the apartment turnovers, work orders and repairs in cellar areas on ceilings and piping.

- The Director mentioned that the Worcester County Retirement assessment was due in July 2015. Templeton Housing is assessed Early Retirement fees until 2026 for two retirees. It was expressed that it might be beneficial to ask the Chairman of the Worcester County Retirement Board to attend a Templeton Housing's Board Meeting to explain why the assessment figures are high as the Town of Templeton's amount is considered into the formula. The Early Retirement assessment is high because of a previous employment of a retiree, not clear when Board approved retirement.

**Old Business:**

-The Director is still seeking quotes on the Capital Plan Project for the Tucker Building Fence. The quotes received for a 6 ft. steel black fence were significant less than for an 8 ft. fence. After discussion on the fence, the Board agreed a 6 ft. fence would be a sufficient height for the backyard of the Tucker Building. Cement berms may also be purchased to place in front of the fence to prevent the town from snowplowing against the fence. Joyce Grucan questioned whether the side fence is also Templeton Housing’s Property. The neighbor is improving this section of the fence with gardens and mulch. It would be a friendly gesture if THA could improve this section also. The Director mentioned it may be possible to purchase a small vinyl bordering fence to spruce the side end with remaining funds from this project. Also, maintenance staff is working on removing more brush that has built up over the years.

**Monthly Reports:**

-The Board reviewed Operating Expenses submitted for June, 2015.

-On a motion by Sheila Tallman, seconded by Mary Chipman , the board voted unanimously: “To accept and approve Operating Expenses for the month of June 2015.” Register located in Templeton Housing’s accounting ledger. Joyce Grucan declared motion passed: In Favor: Three (3) Opposed: none (0).

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**New Business:**

The Board expressed a welcome to new Board Member Ida Beane. However, she was not able to attend this month's meeting.

-After discussion on signatures for bank accounts, the Board agreed for signatories on the THA’s bank accounts remain as is.

-Joyce Grucan asked for a motion to re-organize officers for the coming year. Mary Chipman motioned, seconded by Sheila Tallman, to keep officers the same, with motion for Ida Beane as Secretary. Templeton Housing Authority's Board of Commissioners officers will be as follows:

Joyce Grucan, Chairmen, Mary Chipman, Vice Chairman

Sheila Tallman, Treasurer Ida Beane, Secretary,

-Joyce Grucan declared, motion approved unanimously: In Favor: Three (3) Opposed: none (0).

- The Executive Director presented to the Board the first draft of Phoenix Court’s Parking Lot Re-pavement Specifications designed by Leonard Engineering. DHCD is reviewing the first draft also. The Director continued to explain to the Board the specifications and the changes that were designed. After discussion the Board agreed that the specifications submitted were in order.

-Certificate of final completion needed approval from the Board.

-**Action:** On a motion by Mary Chipman, seconded by Sheila Tallman, all in favor, the Board voted "To Accept and Approve the Final Certificate of Completion for the Selective Kitchen Cabinet Replacement at 705-1 Tucker Building in the amount of $1,890.00, Capital Planning Project # 0294036.

-Joyce Grucan declared, motion approved unanimously: In Favor: Three (3) Opposed: none (0).

**Other Business:** None

**Adjournment: -** Motion introduced by Mary Chipman, seconded by Sheila Tallman, to adjourn the meeting at 4:55 p.m.; motion was unanimously approved: In Favor: Three (3) Opposed: none (0).

The next regularly scheduled meeting of the Templeton Housing Authority will be held on Wednesday, July 8, 2015, beginning at 4:00 p.m**.** in the Community Building at Phoenix Court.

Respectfully Submitted,

Louise Chaffee, Exec. Dir.