Minutes of a Regular Meeting of the Templeton Housing Authority (THA) held on November 18, 2020 at 99 Bridge Street, Baldwinville, MA at 2:00 PM. This meeting was held remotely.

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

Member Absent: Diane Moulton, Treasurer

Others: Paul A. Teixeira, Executive Director

1. Call to Order: The Templeton Housing Authority’s monthly meeting was held remotely on Wednesday, November 18, 2020. The Chairperson called the meeting to order at 2:05 P.M.

2. Approval of Minutes:

 .. November 18, 2020: A motion was made by Louise Chaffee and seconded by Carol Caisse to approve the minutes of the October 14, 21, and 23 meetings. The vote was 3 ayes and 0 nays.

3. Approval of Financial Statements:

 .. October 2020 check register/payroll detail

 .. November 2020 check register

 .. Monthly Operating Expenses

 .. November 18, 2020: A motion was made by Carol Caisse and seconded by Louise Chaffee to approve the financial statements. The vote was 3 ayes and 0 nays.

4. Executive Director Recruitment: Paul advised the board that Aaron Beinecke accepted the position.

5. Vacancy/Occupancy: Occupancy is at 100%.

6. Maintenance Work Orders: September 2020 Complete and Incomplete - Board reviewed.

7. Covid 19: Coronavirus Relief Fund – Hazard Pay

 .. November 18, 2020: A motion was made by Louise Chaffee and seconded by Carol Caisse to use remaining relief funds (approximately $4000) to pay hourly staff hazard pay at a rate equal to the number of hours per week that they work. The vote was 3 ayes and 0 nays.

8. CORI Policy:

 .. November 18, 2020: A motion was made by Louise Chaffee and seconded by Carol Caisse to adopt the CORI policy as recommended by Karen Ahlers, Regional Attorney. The vote was 3ayes and 0 nays.

9. Open Meeting Law certifications: Paul will contact board members that have not completed the certification.

10. Remaining BOC Vacancy: A former board member may be interested in returning to the board. Current board members will reach out to her to discuss this possibility.

11. Adjournment:

 .. November 18, 2020: A motion was made by Carol Caisse and seconded by Louise Chaffee to adjourn the meeting at 2:45 PM. The vote was 3 ayes and 0 nays. The next meeting of the Board of Commissioners is Wednesday, December 9, 2020.