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

# **July 8, 2015**

**PRESENT:** (Members) Joyce D. Grucan, Chairmen, Sheila Tallman,Treasurer,

Mary Chipman**,** Vice-Chair Ida Beane, Secretary,

Absent: None

OTHERS: Louise Chaffee, Exec. Dir., A few of Templeton Housing Residents attended

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The Templeton Housing Authority’s monthly meeting was held on Wednesday, July 8, 2015, in the Community Room at Phoenix Court, 99 Bridge St., Baldwinville. The Chairman called the meeting to order at 4:00 p.m.

**Order of Business**:

-On a motion by Mary Chipman, seconded by Sheila Tallman, the Board voted “to approve July's Meeting Agenda as presented. Joyce Grucan declared, motion approved unanimously: In Favor: Four (4) Opposed: none (0).

**Meeting Minutes**:

-A motion was made by Sheila Tallman, seconded Mary Chipman, “To accept and approve the Minutes of June 10 2015, as written with one correction on member attendance;” unanimously voted: In Favor: Four (4) Opposed: none (0).

**The Executive Director reported:**

-Phoenix Court had two vacancies. One is a first floor unit which will be leased this month. The second floor unit had unit offers rejected. The Director is still processing applications for this unit.

-The Tucker Building is at full occupancy.

-Maintenance staff is completing the turnovers along with seasonal work and coordinating capital planning projects.

-The Capital Planning Project for additional LED lighting will be completed soon in hallways and the Community Building. LED motion sensor lights to save electricity will be installed. The one pilot Phoenix Court hallway that has the motion sensor lights are functioning as directed for the residents.

-Capital Project Tub Surround Phase 2 is 80% completed. Over half of Phoenix Court’s bathrooms have a new tub surround installed.

-The vinyl siding for outside of Unit 5 has been ordered.

**Old Business:**

**-**A tentative date for Girouard Fencing Co. to install the new black steel fence at the Tucker Building Property is within three weeks. A vinyl fence for side bordering to the neighbor’s yard plans to be purchased also.

-DHCD has authorized Templeton Housing Authority to Bid Phoenix Court’s Parking Lot Repaving Project. Bids should be received within 60 days and need Board approval no later than two (2) weeks after the general bid opening.

-Worcester County Retirement explanation on percentages for the Town of Templeton was not available for this meeting.

**Monthly Reports:**

-The Board reviewed Operating Expenses submitted for July 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 July 2015.” Register located in Templeton Housing’s accounting ledger. Joyce Grucan declared motion passed: In Favor: Four (4) Opposed: none (0).

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**New Business:**

**-**The Executive Director explained to the Board the update on regulation reform. A request for services was released on 6/3 from DHCD for (RCAT) Regional Capital Assistant Team. There will be one team per region; with 3 regions, that means 3 teams statewide. The RCAT is being formed to help LHAs with bulk procurement, capital projects, services and maintenance projects. The assistance in preparing and executing capital plans should help ensure capital funds are spent efficiently and will allow LHAs to focus more of their limited time on other matters.

The Centralized Waiting List is underway. Housing Authorities were asked to upload application data to a software program site. A phased roll-out is planned.

According to NAHRO the Regulation Process is more a clean-up exercise eliminating old, obsolete, and counterproductive regs. According to DHCD the first 5 new regulations will be the 2 RCAT regs, the tenant participation/reg, the annual report reg, and the centralized waiting list reg. MassNAHRO would see all regs in draft form for review and comment.

-New Salary Guidelines for Executive Directors were finalized by DHCD. All Budgets plans are to be done electronically. DHCD will need Board member e-mail addresses for electronic certifications. The Board member training is going forward with UMass generating the electronic platform case by case module on certain situations. Hopefully, trainings may be done by an on line training website.

**Adjournment: -** Motion introduced by Mary Chipman , seconded by Ida Beane to adjourn the meeting at 4:50 p.m.; motion was unanimously approved: In Favor: Four (4) Opposed: none (0).

The next regularly scheduled meeting of the Templeton Housing Authority will be held on Wednesday, August 12, 2015 beginning at 4:00 p.m**.** in the Community Building at Phoenix Court.

Respectfully Submitted,

Louise Chaffee, Exec. Dir.