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

# **August 12, 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 few of Templeton Housing Residents

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The Templeton Housing Authority’s monthly meeting was held on Wednesday, August 12, 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 Ida Beane, the Board voted “To approve August’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 Ida Beane, seconded by Mary Chipman, “To accept and approve the Minutes of July 8, 2015, as written”; unanimously voted: In Favor: Four (4) Opposed: none (0).

**The Executive Director reported:**

-Phoenix Court had two vacancies. One second floor two bedroom unit will be leased by a transfer applicant. Still no applicants for the second floor vacancy in building Twelve (12).

-The Tucker Building was at full occupancy.

-Maintenance staff is completing the apartment turnovers, work orders and projects. Maintenance staff had recently installed a pull down stair case in the garage ceiling to access the attic in the Community Building. The Director plans to store withdrawn and/or removed applicants and deceased/vacated residents records up in the attic. The office is overcrowded with storage boxes in the office closets.

**Old Business:**

-The Tucker Building Fence installation is completed. Concrete berms will be positioned near the parking spaces on Saturday. With the remaining funds a small vinyl bordering fence will be purchased for the side property line.

-Plans to relocate the Tucker Building lot dumpster was discussed. It was agreed upon to place the dumpster on the street at the end of THA property to avoid winter difficulties of the rubbish truck trying to maneuver around vehicles in the Tucker Building parking lot when it snows.

-Motion sensor lights had been installed in the Community Building. Continuous traffic in and out of the Community Building doesn’t give the lights a chance to shut down. Adjustment may be needed on timer.

- Capital Planning Project for Vinyl Siding of Building 5 is in progress.

**Monthly Reports:**

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

-On a motion by Sheila Tallman, seconded by Ida Beane, the board voted unanimously: “To accept and approve Operating Expenses for the month of August 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:**

- Bid Opening for Phoenix Court's Parking Lot Repave Capital Planning Project was held today, August 12, 2015 at 10:00 a.m.. Templeton Housing received two (2) Bids as follows:

Lazaro Paving Corp. Shirley Ma $115,000.00 Alternate $40,000.00

Dans Paving Co. Fitchburg, MA $129.000.00 Alternate $84,000.00

Discussion followed on the project and on bidders.

-On a motion by Mary Chipman, seconded by Ida Beane, all in favor,

-The Board voted unanimously "to accept and approve the most eligible, responsible low bidder, providing affirmative references are received from the Lenard Engineering on the low bidder and " to authorize Chairman, Joyce Grucan to enter into contract with Lazaro Paving Corp. of Shirley MA and Templeton Housing Authority for the amount of $155,000.00 for 667-1 Phoenix Court's Parking Lot Repave CPS Project #294049.

-Joyce Grucan declared motion passed, by a vote of: In Favor: Four ( 4)) Opposed: none (0).

-- On a motion by Ida Beane, seconded by Mary Chipman, unanimously approved:

The Board voted “to approve and enter into contract between the Commonwealth of Massachusetts and the Templeton Housing Authority for all developments, for Amendment #4 contract for Financial Assistance on Capital Improvement Program Work Plan #5001, FY15 Health & Safety Initiative in the amount of $5,200.00 for the total amended award of $804,655.52.

-Joyce Grucan declared motion passed, by a vote of: In Favor: Four ( 4)) Opposed: none (0).

**Other Business:** None

**Adjournment: -** Motion introduced by Sheila Tallman, seconded by Ida Beane, to adjourn the meeting at 4:45 p.m.; motion was unanimously approved: In Favor: Four (4) Opposed: none (0).

It was decided by Board Members to schedulenext month’sregularly meeting of the Templeton Housing Authority on Wednesday, September 16, 2015, beginning at 4:00 p.m**.** in the Community Building at Phoenix Court.

Respectfully Submitted,

Louise Chaffee, Exec. Dir.