Minutes of a Regular Meeting of the Templeton Housing Authority (THA) held on November 14, 2018 at 99 Bridge Street, Baldwinville, MA at 4pm.

Members Present: Steven Olson, Chairman; Carol Caisse, Secretary; John Columbus, Member

Member Absent: Ida Beane, Treasurer

Others: Paul Teixeira, Executive Director; A few residents of Templeton Housing

1. Call to Order: The Templeton Housing Authority’s monthly meeting was held on Wednesday, November 14, 2018, in the Community Room at Phoenix Court, 99 Bridge St., Baldwinville. The Chairman called the meeting to order at 4:00 P.M.

2. Open Forum: There was a brief discussion regarding the newly implemented no smoking policy. There was also a brief discussion on cleaning the exterior windows of the apartments.

3. Approval of Minutes:

.. November 14, 2018: A motion was made by Carol Caisse and seconded by John Columbus to approve the minutes of the October 10, 2018 regular meeting. The vote was 3 ayes and 0 nays.

4. Approval of Financial Statements:

.. October 2018 Financials

.. October 2018 Check Register/Payroll Detail

.. October 2018 Monthly Operating Expenses

.. November 14, 2018: A motion was made by Carol Caisse and seconded by John Columbus to approve the

financial statements. The vote was 3 ayes and 0 nays.

5. Vacancy/Occupancy:

.. Vacancy Turnover Log - Paul advised the board that the THA is at 100% occupancy.

6. Maintenance Work Orders:

.. October 2018 Completed and Incomplete - Board reviewed.

7. Personal Policy Review: The THA board of commissioners will schedule additional meetings at the December meeting to review the personnel policies.

8. Other Business: Paul provided updates on several items including: bringing website information up to date: review of tenant handbook; Thanksgiving office hours; Governors BOC member appointee.

12. Adjournment:

.. A motion was made by John Columbus and seconded by Carol Caisse the meeting at 4:57 PM. The vote was 3 ayes and 0 nays. The next regularly meeting will be held on Wednesday, December 12, 2018.