



## TEMPLETON HOUSING AUTHORITY

99 Bridge Street

Baldwinville, MA 01436

Phone 978-939-2374

**MINUTES  
BOARD MEETING  
99 Bridge Street  
Community Room @ 11:00 am  
June 3, 2022**

**Call to Order:** *Meeting Called to Order at 11:00am by Chairperson John Columbus*

**Roll Call:** *John Columbus, Diane Moulton, Louise Chaffee and Carol Caisse. Other present David Connor and Bevin Popolizio*

**Read and approve minutes of the May 6, 2022 Regular Meeting.** *Motion to approve minutes as presented by Diane Moulton and Seconded by Louise Chaffee 4-0*

**Bills paid for the month of May 2022 total \$20,025.50.** (See Signed Check Register)

### **EXECUTIVE DIRECTOR'S REPORT:**

**Monthly Financial Statements:** To approve the financial statements for the 5<sup>th</sup> month of fiscal year 2022 State 4001 programs. **(BOARD RESOLUTION)**

**Resident Services Coordinator Update:** I have included the monthly report from MOC Resident Services Coordinator.

**Staff Update:** As this board is aware our Maintenance Supervisor is out on medical leave. This could be for some time, and I will keep you informed as I know more. The WHA maintenance staff will be assisting in day-to-day repairs until further notice.

**June Board Meeting Date Change:** There has been a change to the Executive Directors vacation schedule.

**Templeton Inspection Policy:** I have enclosed for this board's review and approval of the draft Inspection Policy. **(BOARD RESOLUTION)**

**New Copier/Scanner for Office:** Copier is on back order and hope to see in May/June.

**Tenant Board Member Re-Appointment:** I have included for this board's information the approval from DHCD on the re-appointment of Carol Caisse to the board as the tenant representative.

**ASHP Repair Funding Request:** We met with Royal Steam Heater and the manufacturer Reps on Friday to discuss warranty claims for the units not working. After review of the installation, it was determined that the installation was done incorrectly and will be corrected by Royal Steam Heater. Fujitsu will cover the cost equal to the compressor replacement and Royal Steam Heater will cover the rest. This should be great news for the THA and will reset the warranty on the units affected.

**Office Staff Training in Winchendon:** This will allow Lisa more exposure to the processes in Winchendon and bring the office operations in sync. She will be working in Winchendon from 9-1 on Fridays until further notice.

**Phoenix Court Vacancies:** All units have been leased by end of May. Great job by Lisa and WHA maintenance staff for the renovations.



**Community Room Facilities:** There has been some discussion on the use of the facilities in the community building while closed. We have had them unlocked for over a month now and all is well.

**Tucker Lighting Upgrade:** We have the new lighting in house and hope to start installing soon.

**STATE MODERNIZATION PROGRAM:**

**Tucker Building Fire Alarm Upgrade:** All work has been completed and I will be doing a final walk through soon to make sure all punch list items have been completed as listed. The light change has been completed and we expect the closeout documents soon. The system is up and running and monitored by AFA monitoring company.

**New Sprinkler System at Tucker:** DHCD Engineer has agreed that we need to install this system. I am waiting to hear from DHCD for the increased emergency funding for this work. We hope this can be done in FY 2023.

**THA Administration Funds:** All funds have been received from DHCD for the programs. We will invoice for the Fire Alarm upgrade once final closeout documents are presented.

**Floor and Sill Repair Unit 6A Phoenix Court:** During the lighting upgrade project it was found that the floor joist and sills in building 6-unit 6A has rotted and in need of replacement. We have been awarded ARPA funds and will use those funds to make these repairs.

**STATE BUDGET ITEMS:** NONE

**COMMITTEE REPORTS:** NONE

**TENANTS COUNCIL REPORTS:**

<b>Phoenix Court:</b>	None	<b>Tucker Building</b>	None
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**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS:** *Discussion by members on flooring in some of the units that need to be updated. We will look to do this work under component funding projects while units are occupied.*

**RESOLUTION #2022-026** To approve the financial statements for the 5<sup>th</sup> month of fiscal year 2022 State 4001 programs.

**RESOLUTION #2022-027** To approve the Inspection Policy for the THA developed by the Executive Director and staff.

**RESOLUTION #2022-028** To approve the FY 2022 Annual AUP proposal from Lisa Fallon, CPA. In the amount of \$3,780 as set by DHCD.

*Motion to adjourn at 11:58 by Louise Chaffee and seconded by Carol Caisse. 4-0*

*Respectfully Submitted,*

*David P. Connor*  
**David P. Connor**  
**Executive Director**



DATE: June 3, 2022

The following resolution was introduced by John Columbus,  
read in full and considered:

**RESOLUTION #2022-026** To approve the financial statements  
for the 4<sup>th</sup> month of fiscal year 2022 State 4001 programs.

Louise Chaffee moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by Diane Moulton

and upon roll call the "Ayes" and "Nayes" were as follows:

AYES  
4

NAYES  
0

The Chairman thereupon declared said motion carried and said resolution adopted.

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TEMPLETON, MA 01346

David P. Connor  
David P. Connor  
Executive Director





DATE: June 3, 2022

The following resolution was introduced by John Columbus,  
read in full and considered:

**RESOLUTION #2022-027** To approve the Inspection Policy for  
the THA developed by the Executive Director and staff.

Carol Caisse moved that the foregoing resolution be adopted as

Introduced and read, which motion was seconded by Louise Chaffee

and upon roll call the "Ayes" and "Nayes" were as follows:

AYES  
4

NAYES  
0

The Chairman thereupon declared said motion carried and said resolution adopted.

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David P. Connor  
David P. Connor  
Executive Director





DATE: June 3, 2022

The following resolution was introduced by John Columbus,  
read in full and considered:

**RESOLUTION #2022-028** To approve the FY 2022 Annual AUP  
proposal from Lisa Fallon, CPA. In the amount of \$3,780 as set by DHCD.

Carol Caisse moved that the foregoing resolution be adopted as  
Introduced and read, which motion was seconded by Diane Moulton  
and upon roll call the "Ayes" and "Nayes" were as follows:

AYES  
4

NAYES  
0

The Chairman thereupon declared said motion carried and said resolution adopted.

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David P. Connor  
David P. Connor  
Executive Director



