

Minutes of the Regular Meeting of the Southwick Housing Authority - 19 December 2007.

The regular meeting of the Southwick Housing Authority for the month of August 2007 was called to order by the Chairman at 7:00 PM, 19 December 2007 in the activity room of the Depot Court project, 12 Depot Street, Southwick, MA.

1. ROLL CALL:

Members Present

ROBERT K. JOHNSON, Chairman &
Chairman
State Member
JOAN M. HAGAN, Treasurer
KAREN F. REED, Member
HENRY C. ENGELHARDT III, Exec. Dir.

Members Absent

JEFFREY L. GURNEY, Vice
SYLVAIN P. THIBAUT, Member

2. MINUTES:

The minutes of the Regular meeting held on 15 August 2007 were distributed to the members. After review, it was moved by Ms. Hagan and seconded by Ms. Reed that the minutes be accepted as presented. Passed unanimously.

3. BILLS AND COMMUNICATIONS:

Correspondence that had been received and dispatched since the previous meeting was discussed. Vouchers for the payment of bills were approved by the Chairman and the checks were signed by the Treasurer.

4. REPORT OF THE EXECUTIVE DIRECTOR:

The executive director reported one vacancy at Depot Court. That apartment is a handicap unit that is off-line pending installation of a roll-in shower.

5. REPORTS OF COMMITTEES: None

6. UNFINISHED BUSINESS:

The roof project is going forward and the shingles are being applied to the mansard. Weather will probably be the determining factor on job progress.

The security grant for Depot Court was not submitted. The grants for 2008 will not be accepted unless they provide for increasing the number of housing units. The proposed project would have been for a security system.

The increase in the size of the lead paint project contract for financial assistance was discussed. The increase is from \$25000.00 to \$184,308.00. After discussion, the following resolution was introduced by Mr. Johnson, read in full, and considered: Resolution authorizing contract for capital improvement work plan for state-aided capital improvement work plan No. 1011, Housing program 705-2 and 705-3. Now, therefore, be it hereby resolved by the members of the southwick housing authority, as follows:

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the

Southwick Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The officers of this authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately. Joan M. Hagan moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Ms. Reed, and upon roll call vote the "Ayes" and "Nays" were as follows:

AYES: 3 NAYES: 0

The Chairman thereupon declared such motion carried and said resolution adopted (Resolution/Motion #11-2007).

The family housing lead paint removal project continues to progress went out to bid and the 3 low bids were: RAC \$182,900.00, Inglewood Development \$189,625.00, and Garland Construction \$224,414.00. The bids were taken under advisement and sent to DHCD in Boston for review. After discussion, it was moved by Ms. Hagan and seconded by Ms. Reed that the contract be awarded to RAC in the amount of \$182,900.00. Further, that when it is received from the contractor, that Mr. Johnson be authorized to sign the contract in the name of the authority and forward it to DHCD for final approval. Passed unanimously (Resolution/motion 12/2007).

A grant request in the amount of \$200,000.00 has been submitted to USDA for paving and energy efficient boilers at Ahrend Circle. No word from USDA as to the timing issuing the grant.

8. NEW BUSINESS:

The time for meetings was discussed. It was decided to hold the next meeting at 12 Depot Street at 6:00 PM on 16 January 2008.

Mr. Engelhardt was asked by the Chairman to find out from the Town Accountant the status of uncommitted CPC housing funds.

A neighbor of one of our 705 properties expressed concern that the tenant in the property had to hand shovel the driveway and asked that the Authority consider doing that job. It was noted that the property would soon be undergoing some renovations and snow removal help during that period would be necessary. After considerable discussion it was decided against doing non-construction related snow removal on the property because it could set a precedence for all such properties. Mr. Engelhardt was asked to see if some other solution could be worked out with the tenant.

The New budgets that were sent to the members prior to the meeting and were discussed:

The annual 400-1 budget was presented. After review, it was moved by Ms. Hagan and seconded by Ms. Reed that the proposed operating budget for state-aided housing for elderly persons and families of the Southwick Housing Authority, chapter 667/705,

program number 400-1 for fiscal year 2008 showing total operating receipts of \$187,100.00 and total operating expenditures of \$230,725.00, thereby requesting a subsidy of \$33,625.00 be submitted to the Department of Housing & Community Development for its review and approval. Upon roll call vote the motion passed with 3 in favor and 0 against (Resolution/Motion #13-2007).

The annual 689C was presented. After review it was moved by Ms. Hagan and seconded by Ms. Reed that the proposed operating budget for state-aided housing for handicapped persons of the Southwick Housing Authority, chapter 689, program number 689-C for fiscal year 2006 showing total operating receipts of \$31,316.00 and total operating expenditures of \$31,316.00 thereby requesting a subsidy of \$0.00 be submitted to the Executive Office of Communities & Development for its review and approval. Upon roll call vote the motion passed with 3 in favor and 0 against (Resolution/Motion #14-2007).

The next meeting is scheduled for 6:00 PM on 16 January 2008.

8. ADJOURNMENT: There being no further business before the Authority, the Chairman adjourned the meeting at 8:00 PM, 19 December 2007.

Respectfully submitted, HENRY C. ENGELHARDT III, PHM, Secretary