

AGENDA
Tuesday, June 11, 2019
9:00 A.M.

1. Roll Call
2. Tenant Recognition
3. Guests
4. Correspondence
5. Maintenance Report for May, 2019
6. Old Business
 - Operating Budget for #08302400-1, Revision 1, approval
 - Amendment 6 to Contract for Financial Assistance 5001, approval
7. New Business
 - Riddell Road 667-2 Septic Replacement,
89B drain
 - Credit Card
 - Grievance Panel Appointments
 - Tenant Accounts Receivable Write-offs: \$246, \$36, Total \$282
 - Donna Brown-Rego Testimony before the Joint Committee on Housing
 - Regional Housing Authority Entities
 - Requests for FY2020 proposals for elevator service, extermination, and septic pumping:

Extermination:	Burgess Pest Control	\$746.00
	Waltham Pest	\$50 for 2 bdrm \$25 add.
Elevator Maintenance:	United Elevator	\$250.00/month
Septic Pumping:	Claude Dubord & Sons, Inc.	\$.08 per gal (\$5120.00)
8. Review and approve the Minutes of May 14, 2019
9. Review and approve Executive Director's Report for May, 2019
10. Review and approve Check Register through June 11, 2019
11. Review and approve the Employee Earnings through June 11, 2019
12. Review and acknowledge the Accountant's Report through April 30, 2019

Executive Director's Report
May, 2019

Apartment vacancies as of May 31, 2019 – 6

New leases signed in May, 2019 – 0

Credits: \$0

Nancy and Leslie participated in an online CHAMP training May 2 and 14, 2019.

Nancy and Sandra attended the Annual Spring Conference at Sea Crest May 19 – 22, 2019. The guest speaker was Secretary of Housing and Economic Development Mike Kennealy. The opening session with Brian Costello, President of MassNAHRO, and Donna Brown-Rego, Executive Director of MassNAHRO, was exceptional. They touched on the progress made since the previous conference and what was planned for the future. That was followed by the DHCD Town Hall question and answer forum, moderated by Paul McPartland. Speakers were Amy Stitely, Ben Stone, and Laura Taylor. Andrew Clinton and Christine DeVore presented an overview of CHAMP (Common Housing Application for Massachusetts Public Housing). DHCD presented a PMR Data Update Review and a Revision to the Program Criteria. Nancy also attended a session on Death of a Tenant, by Frank Flynn, Esq., Flynn Law Group, LLC. He described the probate court process and the different routes to recover possession of a unit. Tuesday morning began with Motivational Speaker Susan Cooper who spoke on balancing work life, family and passions. Deborah Anderson, the Assistant Attorney General for the Construction Bid Unit, spoke on Construction Procurement and Prevailing Wage Law. There was a roundtable discussion on the Peer-to-Peer Technical Assistance Initiative. The plan is to identify professional staff at member housing authorities with expertise in various areas of operations to provide technical assistance to other members who need it. The Regional Pilot Attorneys spoke on several topics in keeping housing authorities out of legal trouble. They touched on lease enforcement, eviction, reasonable accommodation, sanitary code compliance and enforcement, language policies, and security cameras. There was also a small/medium agency roundtable which focused on the challenges of small housing agencies and the MassNAHRO peer-to-peer technical assistance working group.

Peter Egan attended an OSHA Certification Class sponsored by the MassNAHRO Insurance Group and CMS Associates, Inc., instructed by Safety Solution Consultants, Inc., at the Norwood Housing Authority.

Leslie Lundstrom attended an Atty. Patricia Grace workshop on comfort care animals.