

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING
TUESDAY, January 10, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on January 10, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of December 13, 2022

2. Financial Report.
 - a. Bills paid through January 10, 2023
 - b. Review and Approve the Accountants report for the period ending November 30, 2022.

3. Board to review and voted on the current Major Appliance & Heavy Item Policy .

6. Board to review, vote & adopt the Inspection Policy.

6. Board to acknowledge the following PHN Notices:
2022-23 – Attestation Form for Nonpayment Notices to Quit

Executive Director's Report

Old Business

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING
TUESDAY, February 14, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on February 14, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of January 10, 2023.
2. Financial Report.
 - a. Bills paid through February 14, 2023
 - b. Review and Approve the Accountants report for the period ending December 31, 2022.
 - c. Review and Approve the Accountants quarterly statements for quarter ending 12/31/22.
3. Board to acknowledge the following PHN Notice:
2023-01 –Guidance Related to Animals in State-Aided Public Housing
4. Board to review, vote and adopt the revised Snow Removal Policy to include the Winter Plan.
5. Board to review and vote on the revised Inventory & Equipment Policy.

Executive Director's Report

Old Business

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING
&
AUTHORITY'S PROPOSE ANNUAL PLAN FOR FISCAL YEAR 2024

TUESDAY, March 14, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on March 14, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of February 14, 2023.
2. Financial Report.
 - a. Bills paid through March 14, 2023
 - b. Review and Approve the Accountants report for the period ending January 31, 2022.
4. Board to review, vote and adopt the revised Blood Borne Disease Policy.
5. Board to review and vote on the current Personal Protective Equipment Policy.

Executive Director's Report/Annual Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, April 18, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on April 18, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of March 14, 2023.
2. Financial Report.
 - a. Bills paid through April 18, 2023
 - b. Review and Approve the Accountants report for the period ending February 28, 2022.
3. Board to acknowledge the following PHN Notice:
2023-02 – Updated Release of Information for Tenants, Applicants and Voucher Holders
2023-04 – New Public Housing Redevelopment and Land Disposition Powers
2023-05 – New Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Members
4. Board to review and vote on PHN Notice 2023-03 – Wage Match for State Housing Program Tenants – Wage Match, v2 updated 2023.
5. Board to review and vote on Amendment #9 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$552,488.00.
6. Board to review and vote on a two-year contract for the Executive Director – referencing the new contract term, salary and specific hours of work.
7. Board to review & vote on the current Garden Policy.

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, May 9, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on May 9, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of April 18, 2023.

2. Financial Report.
 - a. Bills paid through May 9, 2023
 - b. Review and Approve the Accountants report for the period ending March 31, 2023.
 - c. Review and Approve the Accountants quarterly operating statement ending 3/31/23.

6. Board to review and vote on the revised two-year contract for the Executive Director referencing the new contract term, salary and specific hours of work.

7. Board to review & vote on the revised Anti-Discrimination Policy

8. Board to review & vote on the current Email Policy

9. Board to Review & vote on the current workplace violence policy

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, June 13, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on June 13, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of May 9, 2023.

2. Financial Report.
 - a. Bills paid through June 13, 2023
 - b. Review and Approve the Accountants report for the period ending April 30, 2023.

3. Board to acknowledge the following PHN Notice:
2023-06 –Mediation Services provided by the Massachusetts Office of Public Collaboration
2023-07 – Revised Income Limits for Admission & Fair Market Rents for Continued Occupancy

4. Board to vote on waiving the Town Appointed Board Member requirement due to the fact West Bridgewater Housing Authority presently has a Town elected board member who is a tenant of West Bridgewater Housing Authority.

5. Board to review & vote on the current Progressive Discipline Policy.

6. Board to Review & vote on the current Check Signing Policy.

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, July 11, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on July 11, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of June 13, 2023.

2. Financial Report.
 - a. Bills paid through July 11, 2023
 - b. Review and Approve the Accountants report for the period ending May 31, 2023.

3. Board to acknowledge the following PHN Notice:
2023-08 –Centralized Screening Determinations for Priority & Preference in AHVP Program

5. Board to review & vote on the current Maintenance Policy.

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, August 8, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on August 8, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of July 11, 2023.

2. Financial Report.
 - a. Bills paid through August 8, 2023
 - b. Review and Approve the Accountants report for the period ending June 30, 2023.
 - c. Review and Approve the Quarterly Operating Statements for the period ending June 30, 2023.
 - d. Review and Approve the Tenant Account Receivables for period ending June 30, 2023.

3. Board to review, approve & sign the Certification of Completion with Notification Procedures For Federal & State Lead Paint Laws

4. Board to review, approve & sign the Certification of Top 5 Compensation Form

5. Board to review & vote on the current Maintenance Policy, Volume 2

6. Board to acknowledge the following PHN Notice:
 - 2023 - 09 Updates to Performance Management Review (PMR) for 2023 CYCLE
 - 2023 - 10 High Leverage Asset Preservation Program Updates (HILLAP)
 - 2023 - 11 Updated AIMM PROGRAM

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, September 12, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on September 12, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of August 8, 2023.

2. Financial Report.
 - a. Bills paid through September 12, 2023
 - b. Review and Approve the Accountants report for the period ending July 31, 2023.

5. Board to review & vote on the current Hallway Safety Policy

6. Board to review & vote on the current Outdoor Water Use Policy

7. Board to review & vote on the current Service Animal Expense Deduction Policy

8. Board to acknowledge the following PHN Notice:
 - 2023 - 12 Mandatory Data Reporting
 - 2023 - 13 On Site Solar Power Opportunities for Cost Savings & Clean Energy Production
 - 2023 - 14 Fiscal Year 2024 Budget Guidelines

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY

REGULAR MEETING

TUESDAY, October 10, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on October 10, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of September 12, 2023.

2. Financial Report.
 - a. Bills paid through October 10, 2023
 - b. Review and Approve the Accountants report for the period ending August 31, 2023.

3. Board to review & vote on the current Laundry Room Policy

4. Board to review & vote on the revised Lock Out Policy

5. Board to acknowledge the following PHN Notice:
 - 2023 - 15 Revised Housing Situation Priority Policy and Issuance of a Homeless Priority Verification Checklist
 - 2023 - 16 MRVP Going Live and Centralizing Screening Determinations for Priority & Preference
 - 2023 - 17 EOHLC Vacancy Initiative

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, November 14, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on November 14, 2023 at 6:00 pm. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of October 10, 2023.

2. **Financial Report.**
 - a. Bills paid through November 14, 2023
 - b. Review and Approve the Accountants report for the period ending September 30, 2023.
 - c. Review and Approve the Accountants Quarterly Operating Statements ending 9/30/23.

3. Board to review & vote on the Revised Rent Damage & Reimbursable Charges Policy

4. Board to review, approve and vote to accept the low bid Awarded to DDC Construction, Inc. for Project #306026, Acc. Units 2020: ADA 2 Units & Site Paving & access, 667-1. Low Bid Approval review has been approved by EOHLC with estimated construction cost \$1,161,350.00 and bond-funded TDC of \$1,444,780.00.
Awarded Contractor: DDC Construction, Inc.

5. Board to review the Report on Agreed Upon Procedure Audit (AUP)

6. Board to acknowledge the following PHN Notice:
 - 2023 - 17 EOHLC Vacancy Initiative
 - 2023 - 18 Resident Service Coordinators Funding Opportunity
 - 2023 - 19 NOFA (Redevelopment of State-Aided Public Housing)
 - 2023 - 20 RFI- Pre-qualifications of Accounting Firms to Conduct AUP Audit

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment

WEST BRIDGEWATER HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, December 12, 2023

Agenda

The West Bridgewater Housing Authority will hold a meeting on December 12, 2023 at 12:00 noon. This meeting is being held at the office of the Authority located at 7 Esther Drive, West Bridgewater, MA. This meeting is open to the public and is not being recorded.

Call meeting to order: Operation under the authority of MGL Chapter 111

New Business

1. Approve the minutes of the Regular Board Meeting of November 14, 2023.

2. **Financial Report.**
 - a. Bills paid through December 12, 2023
 - b. Review and Approve the Accountants report for the period ending October 31, 2023.

3. Board to vote to accept additional funding for Project #306026
There will be an amendment to the contract for financial assistance with EOHLC to provide additional funding for Project #306026.

4. Board to vote to appoint acting Contract Officer, Betty Gibbons, as the Signatory on all Contracts for Financial Assistance (CFA)'S and CFA amendments, following Board approval.

5. Board to review and vote on the Revised Management Plan.

6. Board to vote on the hire of the Executive Director for West Bridgewater Housing Authority.

7. **Board to acknowledge the following PHN Notice:**
2023 - 21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery & Crime Insurance for Policy Period 11/17/23 – 11/17/24

Executive Director's Report

Maintenance Report

Maintenance Report detailing duties performed

Adjournment
