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MEETING NOTICE

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Marblehead Housing Authority

Name of Board/Committee

Address of Meeting: 26 Rowland Street, Marblehead, MA 01945 Room:

<u>Tuesday</u>	<u>September</u>	<u>19</u>	<u>2017</u>	<u>5:30 PM</u>
Day of week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

THIS AGENDA IS SUBJECT TO CHANGE

1) ROLL CALL

2) READING AND APPROVAL OF MINUTES OF THE PREVIOUS MEETING

a. Regular Meeting held on Tuesday, August 15, 2017

3) ITEMS FROM THE COMMISSIONERS

Request by Chairman to appoint of a member of the Board of Commissioners for Step 2 of the Grievance Procedure, as requested by a former employee.

4) COMMUNICATIONS

- a. Monthly Financial Statements for August, 2017, prepared by Fenton, Ewald & Associates
- b. AUP Agreed Upon Procedures (Audit Report), December 31, 2016 prepared by Guyder / Hurley
- c. Public Housing Notice 2017-18, DHCD Guidelines for At-Will Employment of Executive Director
- d. Public Housing Notice 2017-19, Capital Software Systems Training & Support Services for Q2-FY2018
- e. Public Housing Notice 2017-20, FY18 Sustainability Initiative Program Update and LEAN Communication Requirements
- f. Public Housing Notice 2017-21, DHCD Guidelines for Local Housing Authority Hiring of Executive Director
- g. Public Housing Notice 2017-22, Proposed Amendments to Regulation 760 CMR 6.00

5) REPORT OF THE EXECUTIVE DIRECTOR

- a. Rent Collection/Lease Enforcement
- b. Occupancy Statistics

- c. Affirmative Action Placement Rate
- d. Meetings
- e. Other Matters

Update: Capital Plan

6) REPORT OF THE MAINTENANCE DEPARTMENT

- a. Work Orders
- b. Inspections
- c. Vacancies

7) REPORT OF COMMITTEES

8) TENANT ISSUES

9) UNFINISHED BUSINESS

10) OTHER MATTERS

11) NEW BUSINESS

- a. Approval of disbursements for August, 2017 – attached
- b. Board Vote to Approve Change Order #1 for the Kitchen Upgrade, DHCD Project#168071 located at Broughton Road, 200-2. This Change Order is to reflect an increase in the amount of \$659.00 and extend the contract term by fourteen calendar days

12) PUBLIC PARTICIPATION

ADJOURNMENT

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Pamela Foye, Chairman

Posted by: Debra A. Larkin

Date: Wednesday, September 13, 2017