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MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Marblehead Housing Authority

Name of Board/Committee

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

<u>Tuesday</u>	<u>January</u>	<u>22</u>	<u>2019</u>	<u>2:30 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, December 18, 2018
- 3) **ITEMS FROM THE COMMISSIONERS**
 - a. None
- 4) **COMMUNICATIONS**
 - a. Monthly Financial Statements for November, 2018, prepared by Fenton, Ewald & Associates
 - b. Monthly Financial Statements for December, 2018, prepared by Fenton, Ewald & Associates (Draft)
 - c. Quarterly Investment Register
 - d. DHCD Letter of Award in the amount of \$459,298.00 in Formula Funding for FY22
 - e. Public Housing Notice **2018-22 NOFA for Comprehensive Sustainability Initiative (CSI)** with Attachment A – CSI Application, Attachment B – CSI Evaluation Criteria, Attachment C – Project Detail to Determine % Energy Savings, Payback, in years and CO #2 Reduction
 - f. Public Housing Notice 2018-22 - Addendum #1 for Schedule Change and Q&A Responses- (NOFA) for Comprehensive Sustainability Initiative (CSI)
 - g. Public Housing Notice 2018-23 – ANUEL and Management Fee Increases with Corresponding Attachments, Attachment D to PHN 2018-09 - Management Services Agreement Amendment, Attachment H to PHN 2018-09 - Management Fee Calculation Worksheet and LHA Executive Director Salary Calculation Worksheet Tool v.1.2
 - h. Public Housing Notice 2018-24 – BRAVE Act – Pertaining to Certain Veterans' Income
- 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) NEW BUSINESS

- a. Presentation of the FY19 Operating Budget by Teresa Ewald, Fenton, Ewald & Associates and Board Vote to approve FY18 Operating Budget
- b. Board Vote to approve disbursements for November, 2018 - attached
- c. Board Vote to approve disbursements for December, 2018 - attached
- d. Board Vote to approve the Certificate of Substantial Completion for DHCD Project #168077, Selective Kitchen / Bath Upgrade at 667-1 – (35 Powder House Court) for Massey Construction Corporation.
- e. Board Vote to approve the Certificate of Final Completion for DHCD Project #168077, Selective Kitchen / Bath Upgrade at 667-1 – (35 Powder House Court) for Massey Construction Corporation.
- f. Board Vote to approve the Certificate of Payment #2 (Final) in the amount of \$3146.47 for DHCD Project #168077, Selective Kitchen / Bath Upgrade at 667-1 – (35 Powder House Court) for Massey Construction Corporation.
- g. Board Vote to enter into a contract with BuildEx Construction, LLC for Project #168088 – Exterior Window Replacement Project at New Broughton Rd., 705 in the amount of \$44,000.00 which includes no alternates.
- h. Board Vote to clarify that the new Personnel Policy that was approved in December begin Fiscal Year 2019.
- i. Board Vote to approve disposal list 2019-01

10) PUBLIC PARTICIPATION

11) ADJOURNMENT

12) EXECUTIVE SESSION ANTICIPATED

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Pamela Foye, Chairman

Posted by: Debra A. Larkin