



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>Thursday</u>	<u>February</u>	<u>21</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, February 5, 2019
 - b. Executive Session held on Tuesday, January 22, 2019
- 3) **ITEMS FROM THE COMMISSIONERS**
 - a. Update: Executive Director Search
- 4) **COMMUNICATIONS**
 - a. Monthly Financial Statements for January, 2019, prepared by Fenton, Ewald & Associates
 - b. Quarterly Financial Statements for Quarter Ending December, 2018, prepared by Fenton, Ewald & Associates
 - c. Public Housing Notice 2019-1 – Revisions to PMR Criteria for First Publishing Year
 - d. Public Housing Notice 2019-2 - Common Housing Application for Public Housing (CHAMP) Update – With Five (5) Attachments
 - e. MEMO - Mass NAHRO Information on Tenant Board Member
 - f. DHCD Approval Letter for Construction Contract between MHA and BuildEx Corp. for Exterior Window Replacement, 705- Project #168088 in the amount of \$44,000.00
- 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) NEW BUSINESS

- a. Board vote to approve the Certification of Year End, 2018 Financial Operating Statements prepared by Fenton, Ewald & Associates
- b. Board vote to approve the Modernization Cost Reports for Year End, 2018 prepared by Fenton, Ewald & Associates
- c. Board vote to approve the Certification and Compensation of Top Five Salaries for Fiscal Year End, 12/31/18
- d. Board vote to approve the Fiscal Year End, 12/31/18 Certification of Tenant Lead Notification
- e. Board vote to approve the Town Report for Fiscal Year End, 12/31/18
- f. Board Vote to approve disbursements for January, 2019 - attached
- g. Board Vote to approve the Certificate of Final Completion for DHCD Project #168084, Shower Window / Sill Replacement 200-2, (Phase 2) – Broughton Road for Nationwide Construction, Inc. (Pending DHCD Approval)
- h. Board Vote to approve the Certificate for Payment #2 (Final) for DHCD Project #168084, Shower Window / Sill Replacement 200-2, (Phase 2) – Broughton Road for Nationwide Construction, Inc. in the amount of \$3390.00 (Pending DHCD Approval)

10) PUBLIC PARTICIPATION

11) ADJOURNMENT

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Chairperson: Pamela Foye, Chairman

Posted by: Debra A. Larkin