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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>November</u>	<u>20</u>	<u>2018</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, October 16, 2018
- 3) **ITEMS FROM THE COMMISSIONERS**
 - a. None
- 4) **COMMUNICATIONS**
 - a. Monthly Financial Statements for October, 2018, prepared by Fenton, Ewald & Associates
 - b. Quarterly Financial Statements and Modernization Cost Reports for Quarter Ending, September 30, 2018 prepared by Fenton, Ewald & Associates
 - c. Public Housing Notice 2018-19 – Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
 - d. Public Housing Notice 2018-20 – Clarification Regarding Agreed Upon Procedures (AUP) Program and Requirement to Change CPA Firm After Five Years
 - e. Public Housing Notice 2018-21 – Property Liability Insurance Rate 2018-2019 with Attachments 1 & 2 on Reporting and FAQs
 - f. Letter from the Town of Marblehead Board of Retirement regarding the annual 2019 Budget.
 - g. Budget Revision Approval - FY2018
 - h. GASB 75 – Odyssey Advisors, Inc. Letter regarding “Summary of Results” with
- 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. Approval of disbursements for October, 2018 – attached
- b. Board vote to approve the Contract for the Emergency Heat Pipe Replacement at Farrell Court, 667-4 (DHCD Project #168098) with Irvine Plumbing in the amount of \$11,860.00.
- c. Board vote to approve the Contract for the Emergency Heat Pipe Replacement at Farrell Court, 667-4 (Excavation) (DHCD Project #168099) with Rene C. Lamarre, Inc. in the amount of \$16,891.00.
- d. Board Vote to approve Resident Holiday Party funds in the amount of \$350.00 for event to take place on Tuesday, December 11, 2018
- e. Board Vote to approve new Personnel Policy, pending attorney correspondence

10) PUBLIC PARTICIPATION

11) ADJOURNMENT

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Pamela Foye, Chairman

Posted by: Debra A. Larkin