

## **REGULAR MEETING of August 19, 2019**

The members of the Chelmsford Housing Authority met in Regular Session on August 19, 2019 at 5:00 p.m. at 10 Wilson St., Chelmsford, MA 01824.

## **SCHEDULED APPOINTMENTS**

None

## **ROLL CALL**

The meeting was called to order by M. Murray. Upon roll call, attendance was as follows:

### **PRESENT**

M. Murray  
D. Marcaurette  
G. Mueller  
Fred Ramseyer

### **ABSENT**

None

### **VISITORS**

None

## **MINUTES OF PREVIOUS MEETING:** May 6, 2019

On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the minutes of the meeting of May 6, 2019.

## **CORRESPONDENCE**

None

## **BILLS**

The Board reviewed the bills through August 19, 2019, with the Executive Director. On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the payments through August 19, 2019, and ratify all others.

## **TREASURER'S REPORT**

The Board reviewed all the accounts and programs with the Executive Director. On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the Treasurer's Report.

## **EXECUTIVE DIRECTOR'S REPORT**

D. Hedison presented the Executive Director's Report dated August 14, 2019. On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to accept the ED Report.

## **NEW BUSINESS**

- 1.) **Review and approve new Cash Management Policy.** On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the new Cash Management Policy.
- 2.) **Review and approve destruction authorization from the State of MA.** On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the destruction authorization.
- 3.) **Review and approve ModPhase Application for McFarlin Manor.** On a motion by D. Marcaurette, seconded by G. Mueller, it was unanimously voted to approve the application and authorize D. Hedison and M. Murray to sign.
- 4.) **Update on ED review.** This item of business was tabled until the next meeting.
- 5.) **Review and approve pest control bids.** On a motion by D. Marcaurette, seconded by G. Mueller, it was voted unanimously to approve the pest control bid and award the contract to Bain Pest Control.
- 6.) **Review and approve change order for Chelmsford Arms Community Kitchen.** On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the change order.
- 7.) **Review and approve Section 8 Admin Plan amendments.** On a motion by G. Mueller, seconded by D. Marcaurette, it was voted unanimously to approve the amendments.

- 8.) **Review and approve budgets for 2020.** On a motion by G. Mueller, seconded by D. Marcaurrelle, it was voted unanimously to approve the 2020 budget, which included the staff salary structure.
- 9.) **Review and approve mandatory DHCD reporting forms.** On a motion by G. Mueller, seconded by D. Marcaurrelle, it was voted unanimously to approve the forms.
- 10.) **Review and approve change order for Lock Replacement project.** On a motion by G. Mueller, seconded by D. Marcaurrelle, it was unanimously voted to approve the change order for an increase of \$4,329.78.

On a motion by F. Ramseyer, seconded by G. Mueller, it was to adjourn the meeting at 6:25 p.m.

The next meeting was tentatively scheduled for October 7, 2019.

Respectfully submitted,

Lisa Singleton