

REGULAR MEETING of May 3, 2021

The members of the Chelmsford Housing Authority met in Regular Session on May 3, 2021 at 5:00 p.m. via Zoom Video Communication Meeting ID 840 8818 3580

SCHEDULED APPOINTMENTS

None

ROLL CALL

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

<u>PRESENT</u>	<u>ABSENT</u>	<u>VISITORS</u>
M. Murray		
F. Ramseyer		
D. Marcaurette		
W. Mauriello		

MINUTES OF PREVIOUS MEETING: April 12, 2021

On a motion by F. Ramseyer, seconded by D. Marcaurette, it was voted unanimously to approve the minutes of the meeting of April 12, 2021.

BILLS

The Board reviewed the bills through May 3, 2021 with the Executive Director. On a motion by D. Marcaurette, seconded by W. Mauriello, it was voted unanimously to approve the payments through May 3, 2021, and ratify all others.

TREASURER’S REPORT

The Board reviewed all the accounts, programs, and bank balances with the Executive Director. D. Hedison explained that all programs are performing well, with CHOICE, Inc. being especially healthy. On a motion by F. Ramseyer, seconded by D. Marcaurette, it was voted unanimously to accept the Treasurer’s Report.

EXECUTIVE DIRECTOR’S REPORT

D. Hedison presented a verbal ED Report introducing a new way to prepare future board agendas. Instead of voting on the routine monthly items such as minutes, bills, Treasurer’s Report and Executive Director’s report separately, all will be grouped into a “consent agenda.” This consent agenda will require just one vote on all previously mentioned items. D. Hedison also reported that he is looking into a software program that will initially focus on routing bills electronically through the invoicing, approval, and signature process. The long view is to then use this software to digitize what is currently a heavily laden paper process for all CHA programs and processes. He hopes to have additional information available for the June meeting. On a motion by D. Marcaurette, seconded by W. Mauriello, it was voted unanimously to accept the ED Report.

NEW BUSINESS

- 1.) **Review and approve Amendment #4 to RCAT CFA 5002 Contract for Financial Assistance in the amount of \$898,410 for upcoming FY2022 and to extend the RCAT contract through June 30, 2022.** On a motion by D. Marcaurette, seconded by F. Ramseyer, it was voted unanimously to approve the amendment.
- 2.) **Review and approve write-off of bad debt from Section 8 voucher holders and a resident of state-aided public housing for a total of \$5,497.08.** On a motion by D. Marcaurette, seconded by W. Mauriello it was voted unanimously to approve the write-off.

The next meeting was tentatively scheduled for June 7, 2021.

On a motion by D. Marcaurette, seconded by W. Mauriello, it was voted unanimously to adjourn the meeting at 5:30 p.m.

Respectfully Submitted,


Lisa Singleton