



## South Hadley Housing Authority

A Meeting of the South Hadley Housing Authority was held on June 25, 2019, at 12:00 pm

The members of the South Hadley Housing Authority of Commissioners met in regular session at 69 Lathrop Street in the Town of South Hadley, MA, at 12:00 pm.

The following attendance was recorded: Members present were James Menard/Chair, John Duda/Treasurer, Matthew Brunell/Assistant Treasurer. Others in attendance were Jean Leonard, and Bridgette O'Leary Sullivan.

### Minutes:

Minutes for the special meeting June 4, 2019 were reviewed by the Board. James Menard made the **motion** to accept the minutes as presented. Matthew Brunell seconded, and the motion was carried 3-0

### Vacancy Report:

Acting Director, Bridgette Sullivan updated the Board on all current vacancies.

### Financial /Bills:

The current bills for the South Hadley Housing Authority were reviewed for the period from 06/04/2019 to 6/25/2019. **Motion** was made by John Duda and seconded by Matthew Brunell to accept the bills as presented. The motion was passed 3-0.

### Unfinished Business:

Discussion was then held on Roof Replacement and associated removals of existing roofs with new PVC Membrane roofing systems at Newton Manor. The previously approved low bidder was disqualified. **Motion** was made by John Duda to accept the second low bidder for the project upon recommendation of the DHCD. Matthew Brunell seconded the motion. The motion was approved by James Menard.

### New Business #1:

Board member, James Menard requested that **motion** be made to amend the personal policy that new hires Bridgette O'Leary Sullivan and John Wojciechowski be approved two weeks paid vacation. John Duda made the motion to amend the personal policy. The motion was seconded by Matthew Brunell. Discussion was then held on creating a new personal policy for the South Hadley Housing Authority.

Vote for locks of all main entry doors of dwelling units containing three or more units at Lathrop village. Was then discussed. **Motion** Was made by Matthew Brunell to accept the project going forward with RCAT. John Duda seconded the motion.

Preventive maintenance was then discussed, Acting Director Bridgette O'Leary Sullivan and new Maintenance supervisor; John Wojciechowski will be developing a schedule for the authority of all preventive maintenance

All Other Business: There was no other business to come before the meeting.



With no other business to come before this meeting, motion was made by John Duda and seconded by Matthew Brunell that the meeting be adjourned at 12:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bridgette O'Leary Sullivan". The signature is written in black ink and is positioned above the printed name.

Bridgette O'Leary Sullivan/Acting secretary to the Board