



# South Hadley Housing Authority

A Regular Meeting of the South Hadley Housing Authority was held on July 17, 2019, at 4:30 pm

The members of the South Hadley Housing Authority of Commissioners met in regular session at 643 Newton Street in the Town of South Hadley, MA, at 4:30 pm.

The following attendance was recorded: Members present were James Menard/Chair, Christine Blaney/Vice Chair, John Duda/Treasurer, Matthew Brunell/Assistant Treasurer and Annie Perez/Member. Others in attendance were Jean Leonard, Bridgette Sullivan, John Wojciechowski and several Housing Authority Residents.

Before other business of the meeting James Menard Introduced The Board and South Hadley Authority staff to all residents in attendance

- **Minutes:**

Minutes for the regular meeting of June 25, 2019 were reviewed by the Board. Anne Blaney-Perez made the **motion** to accept the minutes as presented. John Duda seconded, and the motion was carried 5-0.

- **New Business:**

- At the request of Chairman, James Menard the order of business will be changed for the purpose of Introducing new Maintenance Supervisor John Wojciechowski. Remaining New Business will be discussed later in the meeting.
- Discussion of New Business was held; A universal application for destruction of old records was submitted to The Commonwealth of Massachusetts in accordance with the most recent disposition schedule for local housing authorities. Special permission was needed by The Board of Commissioners to hire a company for shredding of these documents. John Duda made a **motion** to accept the hiring of the company to shred documents and the motion was seconded by Matthew Brunell.
- Then discussion was held on behalf of Maintenance Supervisor John Wojciechowski for permission to take The South Hadley Housing Authority's work truck home. At request of the Chairman, James Menard the **motion** was tabled until the following meeting.
- Maintenance uniforms were discussed and anyone helping maintenance on The South Hadley Housing Authority will be in uniform. Approval to order uniform shirts for extra help was then needed. **Motion** was made by Matthew Brunell and seconded by Christine Blaney to accept the ordering of uniforms.
- Water Usage on Abbey Lane was then discussed. It was suggested by The Water Department Fire District # 1 that making appointments for their staff to come in and



test water levels would be best. Matthew Brunell made a **motion** to accept scheduling of The Water Department to test the levels and the motion was seconded by John Duda.

- **Maintenance:** The Maintenance Report for July was reviewed and discussed.
- **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 06/25/2019 to 07/17/2019. **Motion** was made by John Duda and seconded by Anne Blaney-Perez to accept the bills as presented.

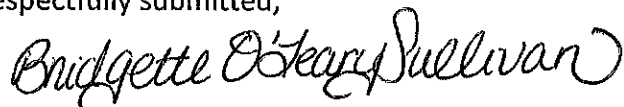
- **Unfinished Business:**

Discussion was then held on The Roof and Gutter Replacement Project. Anne Blaney-Perez made the **motion** to accept the second low bidder, J.D Rivet \$114,000.00 with an alternate amount of \$38,000.00 Christine Blaney seconded, and the motion was carried 5-0. The Board of Commissioners was then updated on the Lock Project at Lathrop Village.

- **All Other Business:** A New Formal Grievance Policy was then discussed for The South Hadley Housing Authority. James Menard made the **motion** to accept the new formal grievance policy as printed. John Duda seconded, and the motion was carried 5-0. New resident complaint forms and incident reports that would now be accessible in both Newton Manor Community Room and Lathrop Village Community Room were discussed. Anne Blaney-Perez made the **motion** to accept the new forms as printed. Matthew Brunell seconded, and the motion was carried 5-0.
- At this time residents were then welcomed to speak at the meeting and voice any concerns they had.

With no other business to come before this meeting, **motion** was made by Anne Blaney-Perez and seconded by Matthew Brunell that the meeting be adjourned at 5:42 p.m.

Respectfully submitted,



Bridgette O'Leary Sullivan /Acting secretary to the Board