

MIDDLEFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 20, 2014

Present: Barbara-Jean DiMauro (Secretary), Alma Elder (Chair), Mark Gribko (Vice Chair), Len Pinz (Maintenance Supervisor), Barbara Schiffert (Treasurer), Peter Sibley (Executive Director), Fred Vincent (Resident Commissioner)

Alma called the meeting to order at 3:00 P.M.

Approval of Agenda

On a motion by Barbara, seconded by Barbara-Jean, the agenda was approved as amended.

Public Session/Comments

No comments

Approval of Minutes—Previous Commission Meeting(s)

On a motion by Alma, seconded by Mark, the minutes of the October 23, 2014, meeting were approved.

Correspondence—Resident Memos

Commissioners received a draft of the 2014 resident Winter Memo, which will go out Friday, November 21 along with notice of blood pressure screening and the BP Brunch, held the second Wednesday of each month.

Executive Director's Report

a) Financial Report: Commissioners received the October Financial Report in the monthly mailing. All is in order.

b) Waiting List: There are 27 applicants on the waiting list. Alma suggested MHA advertise more in an effort to attract diversity among residence. Applicant-selection procedure was discussed.

c) Turnovers—Transfers: The next applicant on the waiting list will begin her lease on Unit 21 December 1, 2014. Sugarloaf will then have 100 percent occupancy.

d) MOR Response: Kudos to Pete and Len.

Maintenance Report

a) General Operations: Len is cleaning gutters and working on hot water heaters. MOR reported 100 percent compliance re maintenance. Good job, Len!

b) Buildings: No problems.

c) Grounds: Fall cleanup is on schedule. The landscaping contractor is doing a good job.

d) Water System: MHA is in compliance. Results of the heavy-water testing have not yet been received. MHA needs to be vigilant re the salt content in the water. There is no problem at this time.

New Business

a) Approve Revised Tenant Selection Plan: On a motion by Mark, seconded by Barbara-Jean, the Board approved the revised plan. DOH now needs to approve the plan.

b) Toner: Pete advised the Board that the cost of toner for the printer is running high. He discussed his research re toner vs. Instant Ink vs. laser printer. The Board authorized Pete to determine which will best meet MHA's needs and to act on that determination.

Old Business

a) Site Signage: Some signage is in place. MHA is waiting for the DOH Rehab Grant before purchasing more signs.

b) DOH Rehab Grant: Still no response

c) Propane Contract: Pete has contracted Gas Works, Middlefield's propane supplier, to supply MHA propane gas for the same price it charges the town. MHA will now be paying \$1.75 per gallon instead of \$4+ charged by the previous supplier. Savings is a litter more than \$3.00 per gallon. In addition to this lower price, the tank is rent-free. Propane gas is emergency backup for the generator.

Pete reiterated that during a power outage the Community Room is used as a warming center, not a shelter. Tenants should seek shelter elsewhere, if necessary.

d) Screen House: Mark advised that the Lion's Club plans to hire a contractor to complete the Screen House. The Lion's Club will contact Len.

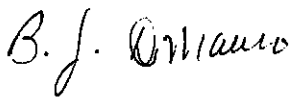
e) Holiday Party: The party will be Sunday, December 7 at 3:00 P.M. The menu was agreed upon, and Pete was authorized to hire a caterer.

Additional Public Comments

No comments

There being no further business, Mark made a motion, seconded by Barbara that the meeting adjourn to Executive Session. The motion passed.

Respectively submitted,



Barbara-Jean DiMauro
Secretary