

LANCASTER HOUSING AUTHORITY – BOARD MEETING  
449 MAIN STREET – COMMUNITY ROOM  
LANCASTER, MA 01561  
DATE: WEDNESDAY, FEBRUARY 9, 2022  
TIME: 5:15 PM

AGENDA FOR FEBRUARY 9, 2022
-----------------------------

1. Review and approve minutes of the January 12, 2022, Board Meeting
2. Review and approve the Certificate of Substantial Completion, FISH 147047.
3. Review and approve the Certificate of Final Completion, FISH 147047.
4. Review and approve the Small Projects Requisition Form, FISH 147047
5. Review Community Room Usage Policy
6. Review and approve the January Expense Sheet
- 7.
8. Housing Updates: issues from last meeting
9. Ruth Roffee Tenants Association
10. Public Comment
11. Other Business – Consideration of any matters not know about, or which could not have been reasonably foreseen within 48 hours of this meeting
12. Approve and sign checks
13. Adjourn

COMPLAINTS OR CRITICISM DIRECTED AT STAFF, VOLUNTEERS,  
OR OTHER OFFICIALS SHALL NOT BE PERMITTED.

# MINUTES OF THE REGULAR BOARD MEETING

The regular meeting of the Lancaster Housing Authority was called to order at 5:15 pm on January 12, 2022, by Frank T. MacGrory, Chair, in the community room of Bigelow Gardens, 449 Main Street, South Lancaster, MA 01561.

Members Present: Marilyn Largey, Frank T. MacGrory, Barbara Foster, Carol J. Sonia, Cynthia Strong

Members Absent:

Others in Attendance: Kenneth Godin, Roberta Winsor, Kathy Ostromecky, Deborah Gledhill

Marilyn Largey made the motion to approve the minutes of the December 8, 2021, Board Meeting. Barbara Foster seconded. The vote to accept was unanimous. Cynthia Strong brought up that there was no mention of the letter that each board member received from the LTO in the minutes. She noted that the Board has no authority over the community room and the LTO doesn't come in after every function to make sure the hall is left clean.

After reviewing project #147056, attic insulation, estimated cost \$89443.00, Carol J. Sonia made the motion to approve it. Barbara Foster seconded. The vote to accept was unanimous.

Cynthia Strong made the motion to approve the December Expense sheet as presented. Marilyn Largey seconded. The vote to accept was unanimous.

The Community Room Usage form was signed by the board chair.

Housing updates – Annual Plan meeting will be March 23. We will have two meetings in March. March 9 will be a regular meeting.

- Double Wye project is going well. They are doing 1 building per day. The work looks good.
- Snow Removal – Had several complaints with pictures. Some front and back walkways never got cleaned. Not enough salt used. Director spoke with snow plow company and expressed the concerns of the tenants. The maintenance person was not here to help like usual, so things didn't get done well. The plow truck driver suggested that tenants not move their cars back for at least 6 hours after the storm is over. That way they have plenty of time to do the clean-up of snow.
- The Director is working on the Agreed Upon Procedures Audit, CHARM, a rapid risk & vulnerability assessment the state is doing. How prepared are we if we lose electricity, have a huge snow/ice storm, heat wave in the summer?
- We have three new policies to adopt. Fair housing Marketing, Language Access Plan, and Reasonable accommodations.

- Tenant that has lots of things behind apartment has done a good job cleaning it up.
- Tenant that has son staying over will have 21 days starting January 1, 2022.

LTO – nothing to report on.

Public Comment – Deborah Gledhill made a report on the lack of snowplowing and cleaning of the walkways. She said she didn't agree with waiting six hours after the storm stops before tenants can move their cars back. She brought up what if there is an emergency and they need their car. It was pointed out that if it is an emergency, they should call the emergency responders.

The checks were signed.

Cynthia Strong made the motion to adjourn at 6:00 pm. Barbara Foster seconded. The vote to accept was unanimous.

---

Frank T. MacGrory, Chair