

LANCASTER HOUSING AUTHORITY - BOARD MEETING
449 MAIN STREET - COMMUNITY ROOM
LANCASTER, MA 01561
DATE: WEDNESDAY, FEBRUARY 10, 2021
TIME: 5:15 PM



AGENDA FOR FEBRUARY 10, 2021

1. Review and approve minutes of the January 13, 2021 Board Meeting
2. Review and approve of FY ending 06/30/2021 Revised Budget
3. Review and approve of Quarterly Reports – 12/31/2020
4. Review and approve January 2021 expense sheet
5. Snow Removal concerns
6. Tenant concern about nails in roadway
7. Ruth Roffee Tenants Association
8. Public Comment
9. Other Business – Consideration of any matters not known about or which could not have been reasonably foreseen within 48 hours of this meeting.
10. Approve and sign checks
11. Adjourn

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

Notice for board meeting using the GOTOMEETING teleconferencing system:
The Lancaster Housing Authority will meet on Wednesday, February 10, 2021 at 5:15pm. We will be social distancing and wearing masks in the community hall. The public is not allowed to attend this meeting. The public is invited to view and/or listen to the meeting via phone, computer, laptop, or tablet. To do so, download the GOTOMEETING app in any app store or at www.gotomeeting.com. At 5:15pm on February 10, if you are using the app, enter the meeting ID number 126457165 and click on the JOIN button. If you are using the website, click on the JOIN link in the upper-right hand corner, enter the meeting ID number 126457165 and click JOIN, or use the link <https://global.gotomeeting.com/join/126457165>. You may also join by calling the conference line at 1-866-899-4679. Enter Access

Code 126-457-165#. The Director will instruct participants on the appropriate time and manner for the Public Comment during the meeting.

MINUTES OF THE REGULAR BOARD MEETING

Draft

The regular meeting of the Lancaster Housing Authority was called to order at 5:15 pm on January 13, 2021 by Cynthia E. Strong, Vice Chair, in the community room of Bigelow Gardens, 449 Main Street, South Lancaster, MA 01561.

Members present: Carol J. Sonia, Marilyn Largey, Cynthia Strong, Richard Morais

Members absent: Frank T. MacGrory

Carol J. Sonia made the motion to approve the minutes of the November 18, 2020 board meeting. Marilyn Largey seconded. The vote to accept was unanimous.

Marilyn Largey made the motion to accept \$97887.00 in Formula Funding for FY 2024. Carol J. Sonia seconded. The vote to accept was unanimous.

The Executive Director presented the Capital Improvement Plan. Questions were answered. Marilyn Largey made the motion to accept the Plan. Richard Morais seconded. The vote to accept was unanimous.

The Executive Director explained the Annual Plan to the Board and handed out the Annual Plan.

The Executive Director mistakenly used the Lancaster Housing Authority credit card. A letter was written by the Director and given to the board members explaining what happened. A check will be made out to the Housing Authority for \$73.17 for the funds charged inadvertently.

Marilyn Largey voted to acknowledge that the Board received the letter. Richard Morais seconded. The vote was unanimous.

Marilyn Largey made the motion to approve the November 2020 Expense Sheet as presented. Carol J. Sonia seconded. The vote to accept was unanimous.

Carol J. Sonia made the motion to approve the December 2020 Expense Sheet as presented. Richard Morais seconded. The vote to accept was unanimous.

Richard Morais brought up concerns that the property was not being salted, sanded, shoveled, and plowed well. He is very concerned for the tenants falling. He suggested that John walk the property every day and check for ice. He said that after the last snowstorm there was still ice and snow on sidewalks 13 days later.

Draft

Follow-up items from last meeting: The Director is making an appointment with Clinton Savings Bank for week of January 18 to add check signers and remove old board members. The Director reported what she found out about the tenants using the Wi-fi in the community building. Our Attorney suggested that this should be something the board should decide. The Director spoke with the IT person. He explained that we only have 1 net work for our computers. We cannot give out the password because we have the potential to have someone browse our network. We would need to upgrade our firewall to have several networks. Cost could be \$1300 +.

The LTO had nothing to report.

Cynthia Strong brought up the electrical incident with Apartment #18. We discussed it and steps will be taken so it does not happen again.

Richard Morais made the motion to adjourn at 6:15 pm. Marilyn Largey seconded. The vote to accept was unanimous.

Checks were approved and signed.

Cynthia Strong -Vice Chair

This meeting was held during COVID-19. Everyone wore masks and was 6 feet apart.