

LANCASTER HOUSING AUTHORITY - BOARD MEETING
449 MAIN STREET - COMMUNITY ROOM
LANCASTER, MA 01561
DATE: WEDNESDAY, OCTOBER 20, 2021
TIME: 5:15 PM

AGENDA FOR OCTOBER 20, 2021

1. Review and approve minutes of the September 8, 2021, Board Meeting
2. Review and approve the Executive Director contract
3. Approve Certificate of Substantial Completion, Certificate of Final Completion, Small Projects Requisition Form, for the gutter project 147052
4. Award contract for window replacement phase 5
5. Proprietary spec for all Housing Authority Locks
6. Choose a Community Preservation Committee member
7. Review and approve Sept. Expense Sheet
8. Housing Updates:
9. Ruth Roffee Tenants Association
10. Public Comment
11. Other Business - Consideration of any matters not known 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 5:16 pm on Sept. 8, 2021, by Frank T. MacGrory, Chair, in the community room of Bigelow Gardens, 449 Main Street, South Lancaster, MA 01561.

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

Members Absent: Barbara Foster

Cynthia Strong made the motion to approve the minutes of the August 11, 2021, Board Meeting. Carol J. Sonia seconded. The vote to accept was unanimous.

Marilyn Largey made the motion to table the Executive Director's Contract to the October meeting. Cynthia Strong seconded. The vote to accept was unanimous.

Cynthia Strong made the motion to approve the Certification of Completion and Change Order #1 for the window replacement project. Carol J. Sonia seconded. The vote to accept was unanimous.

Carol J. Sonia made the motion to accept the August Expense sheet as presented. Cynthia Strong seconded. The vote to accept was unanimous.

Housing updates: Window replacement package for buildings L & N will be going out to bid. Project will be done in the spring of 2022. Gutters are all done. On building E, the contractor needs to make a repair and do 2nd coat of paint. Office will be closed on Monday, Sept. 13.

The tenant's association noted that the shrubs need to be trimmed and the gutters need to be cleaned. Tenants in #4 has tomato plants growing onto sidewalk.

Checks were signed.

Cynthia Strong made the motion to adjourn at 5:40 pm. Marilyn Largey seconded. The vote to accept was unanimous.

Frank T. MacGrory, Chair