

MINUTES OF MEETING
MARSHFIELD HOUSING AUTHORITY
January 15, 2015

Meeting called to order at 5:35p.m. Members present: Jean McDonald, John Daley, Kevin Cantwell, Linda Surette. Member absent: Kerry Richardson. Also present: Jennifer Russell, Executive Director, Bob Curran, maintenance supervisor, Richard Shaw, fee accountant.

Residents present: none

Tenant concerns: none

1. Staff Reports

-Accountant – Jean McDonald made a motion to approve financial statements for period ending November 30, 2014. Linda Surette seconded motion. Pass unanimously.

-Bills – Motion to accept bill payments numbered 9639 – 9689 with three electronic transfers in the amount of \$67,920.37 was made by John Daley, seconded by Jean McDonald. All members in favor.

2. Motion made by Jean McDonald to accept FY 2015 budget as presented by fee accountant Richard Shaw. John Daley seconded motion. Pass unanimously.

3. Motion made by Kevin Cantwell and seconded by John Daley to accept a 3 year contract with Milne, Shaw and Robillard for accounting services beginning July 2014. Pass unanimously.

4. Motion to approve meeting minutes of December 1, 2014 by Jean McDonald, seconded by John Daley. Kevin Cantwell abstained. Pass.

5. Motion to approved meeting minutes of December 8, 2014 made by John Daley, seconded by Linda Surette. Jean McDonald and Kevin Cantwell abstained. Pass.

6. Motion made by John Daley and seconded by Jean McDonald to accept the credit card policy as written. Pass unanimously.

7. Motion made by Jean McDonald to accept Fuel Management policy as written. Motion seconded by John Daley. All in favor.

8. Motion made by Jean McDonald and seconded by John Daley to reduce the petty cash balance to \$50.00. Pass unanimously.

9. Motion to adjourn at 7:10 pm by John Daley, seconded by Linda Surette. All in favor.

Next meeting date February 2, 2015.

Respectfully submitted,

Jennifer Russell
Executive Director