

MINUTES OF MEETING
MARSHFIELD HOUSING AUTHORITY
October 7, 2019

Meeting called to order at 5:34p.m. Members present: John Daley, Kevin Cantwell, and Kerry Richardson, Paul Chiavaroli. Member absent: none. Also present: Jennifer Russell, Executive Director, Richard Shaw, Accountant.

Residents/Others present: Jan Keith, Charlotte Keith, Robert Elliot, Barbara Bergeron.

Resident Concerns: tenant selection and tenant issues

Staff Reports

-Bills – Motion to approve August 2019 bill payments numbered 12837 – 12887 with two electronic payments in the amount of \$76,326.63 made by John Daley and seconded by Kerry Richardson (to include correction to delete tenant names). All members in favor.

Motion to approve September 2019 bill payments numbered 12888 - 12946 with two electronic payments in the amount of \$38,076.55 made by John Daley and seconded by Kevin Cantwell. Pass unanimously.

-Accountant – Motion to approve August 2019 financial reports made by John Daley and seconded by Paul Chiavaroli. Motion passed unanimously.

1. Mr. and Mrs. Keith and Mr. Elliott are neighbors of the 91 Chickatawbut Avenue home that was recently vacated. They attended this meeting to express their concern regarding the selection of the next tenants and how unacceptable tenant behavior should be handled. Jennifer advised them to contact the Marshfield PD to report any illegal activity and to notify the Housing Authority so we are aware of any issues/complaints.

2. Kevin Cantwell made a motion to write off rent balance of tenant ID 40 in the amount of \$250.90. Motion seconded by Paul Chiavaroli. Pass unanimously.

3. Kevin Cantwell moved that the proposed Operating Budget for State-Aided Housing of the Marshfield Housing Authority, program number 400-1 for fiscal year ending 6/30/2020 showing total revenue of \$718,623 and total expenses of \$729,023 thereby requesting a subsidy of \$162,023 and further that the Executive Directors annual salary of \$71,748 for fiscal year ending 6/30/2020 be submitted to the Department of Housing and Community Development for its review and approval. Kerry Richardson seconded the motion which, upon roll-call, was passed by a vote of 4-0.

4. Kevin Cantwell moved that the proposed Operating Budget for State-Aided Housing of the Marshfield Housing Authority, program MRVP for fiscal year ending 6/30/2020

showing total revenue of \$7,680 and total expenses of \$8,057 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. John Daley seconded the motion which, upon roll-call, was passed by a vote of 4-0.

5. Motion to approve meeting minutes of August 5, 2019 made by John Daley and seconded by Kerry Richardson. All members in favor.

6. Motion to adjourn meeting made by John Daley at 6:52 p.m. and seconded by Paul Chiavaroli. Pass unanimously.

7. Next meeting is November 4, 2019 at 5:30 p.m.

Respectfully submitted,

Jennifer Russell
Executive Director