

MINUTES OF MEETING
MARSHFIELD HOUSING AUTHORITY
December 3, 2019

Meeting called to order at 5:33 p.m. Members present: John Daley, Kerry Richardson and Paul Chiavaroli. Member absent: Kevin Cantwell. Also present: Jennifer Russell, Executive Director.

Residents present: none

Resident Concerns: Tea Rock (FISH171059) door security

Staff Reports

-Bills – Motion to approve November 2019 bill payments numbered 13014 - 13066 with two electronic transfers in the amount of \$36,851.95 made by John Daley and seconded by Paul Chiavaroli. All members in favor.

-Accountant – Motion to approve October 2019 financial reports made by John Daley and seconded by Kerry Richardson. Motion passed unanimously.

1. John Daley made a motion to allow Jennifer Russell and Ernie Hanson to carry one personal day to calendar year 2020 if they are unable to use it by December 31, 2019. Kerry Richardson seconded. Motion passed unanimously.

2. John Daley made a motion to write off tenant ID #28 rent balance in the amount of \$1,661.10 as per court agreement issued on 8/19/19. Kerry Richardson seconded. Motion passed unanimously.

3. Motion to approve meeting minutes of October 5, 2019 made by Kerry Richardson and seconded by Paul Chiavaroli. Vote was unanimous.

4. Motion made by Kerry Richardson and seconded by John Daley to approve meeting minutes of November 4, 2019, as amended. Motion passed unanimously.

5. Motion to adjourn meeting made by John Daley at 6:43 p.m. and seconded by Paul Chiavaroli. Pass unanimously.

6. Next meeting is January 6, 2020 at 5:30 p.m.

Respectfully submitted,

Jennifer Russell
Executive Director