

MINUTES OF MEETING
MARSHFIELD HOUSING AUTHORITY
March 7, 2016

Meeting called to order at 5:35p.m. Members present: John Daley, Kevin Cantwell, Jean McDonald and Kerry Richardson. Member absent: Linda Surette. Also present: Jennifer Russell, Executive Director, Bob Curran, Maintenance Supervisor

Residents present: Dianne Rodger, Michelle Coates

Resident concerns: Community room oven not operating properly, emergency lights

Staff Reports

-Bills – Motion to approve bill payments numbered 10286 – 10345 with three electronic transfers in the amount of \$33,457.22 made by Jean McDonald and seconded by John Daley. Pass unanimously.

Motion to approve bill payments numbered 10346 – 10420 with two electronic transfers in the amount of \$57,659.77 made by John Daley and seconded by Jean McDonald. Pass unanimously.

-Accountant – John Daley made a motion to approve financial statements for period ending January 31, 2016. Kevin Cantwell seconded motion. Pass unanimously.

2. After review of a letter from the Marshfield Board of Health requesting that we go smoke free, it was decided to move forward with the implementation of a no smoking policy to include all properties and grounds.

3. A trash collection contract was awarded to Republic Waste for a three year period on a motion by John Daley and seconded by Kevin Cantwell. Pass unanimously.

4. A motion was made by John Daley and seconded by Kevin Cantwell to accept the following policies contingent upon review for conflict with existing policies: Occupancy, Procurement, Capitalization, Investment and Travel. Pass unanimously.

5. Motion to accept meeting minutes of January 4, 2016 as written by Kevin Cantwell and seconded by John Daley. Pass unanimously with Jean McDonald abstaining.

3. Motion to adjourn made by John Daley seconded by Kevin Cantwell at 7:05 pm. All in favor.

6. Next meeting date is April 4, 2016.

Respectfully submitted,

Jennifer Russell
Executive Director