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# South Hadley Housing Authority

Minutes of a Regular Meeting of The South Hadley Housing Authority

Regular Meeting Agenda

Wednesday, February 19, 2020-4: 00p.m

A regular meeting of the south Hadley housing authority was held on Friday, February 19,2020 at 4: 00p.m in the community room at 69 Lathrop Street, South Hadley, Mass. The meeting was called to order by chairman, James Menard at 4:00pm

**Roll Call:** The following members were present: James Menard, Christine Blaney, John Duda, Anne Blaney Perez. Absent: Matthew Brunell.

Others Present: Christine Evans (Consultant), and Jean Leonard (consultant).

**Minutes:** Following review, Anne Blaney Perez made the motion that the minutes of the Special Meeting held on February 3, 2020 be accepted as read. Christine Blaney seconded the motion, and it was carries 4-0.

**Executive Directors Report:** Motion was made by Anne Blaney Perez that the Executive Director Report be accepted as read. John Duda seconded the motion and it was carried by a vote of 4-0.

**Maintenance Report:** The repot of the maintenance supervisor was read and reviewed. John Duda made the motion that the maintenance report be accepted as read. Christine Blaney seconded the motion and it was approved by a vote of 4-0.

**Bills:** The warrant for bills for the period of January 23, 2020 through February 19, 2020 were reviewed as presented. John Duda requested information on one of the contractor bills for an after-hours heat call. Following discussion, John Duda made the motion that the warrant be approved. Anne Blaney Perez seconded the motion and it was carried 4-0.

**New Business:** Replacement of windows at Newton Manor-P#275058-was discussed. This project involves replacement of failing windows with new thermal vinyl windows at a cost of \$85,000. Christine Blaney made the motion that this project should proceed to the next phase. John Duda seconded, and the motion was carried by a vote of 4-0.

**Unfinished Business:** The Flooring project was then discussed for 9 and 11 Abbey Street and Certificate of Substantial Completion was voted on. Anne Blaney Perez made the motion to accept. Christine Blaney seconded.

The update to the new personnel Policy is nearly complete. Changes which were talked about at the last meeting have been incorporated. Minor changes were made to clarify the frequency of performance evaluations for the Executive Director (section 13), as well as the carry-over of unused vacation time (section 23). The Board expressed overall satisfaction with the new policy. With no further changes, Anne Perez made the motion that the updated Personnel Policy of the South

