

Grafton Housing Authority

10 Maxwell Drive, North Grafton, MA 01536

Phone: 508-839-6089 Fax: 508-83-4410

Email: graftonha@verizon.net

2015 DEC 9 AM 11 18
RECEIVED TOWN CLERK
GRAFTON, MA

Minutes of Regular Meeting Forest Lane Community Room November 2, 2015

A meeting of the Grafton Housing Authority was held on September 21, 2015 in the Forest Lane Community Room. James Gallagher, Donald Chouinard, Ed Murphy, David Robbins and Lisa Kelley were present.

- Approval of September, 2015 minutes.
- Approval of Budget Balance sheets as of September 30, 2015
- New Business
 - A/R write offs – Jim Gallagher made a motion to write off the tenant accounts receivables totaling \$24,432.25. Dave Robbins seconded. Vote, passed.
 - Parking & Vehicle Policy – Jim Gallagher made a motion to amend the parking and vehicle policy to read:
 - Residents must present to the Authority a copy of the official, current Massachusetts registration of their vehicle. The registration of the vehicle must be in the name of a legal resident of the Authority (a person listed on the lease or a lease addendum.)
 - Tenants with handicap placards must present it to the office so that a copy of the placard can put placed in their file.
 - Dave Robbins seconded. Voted, passed.
 - AUP (Agreed Upon Procedures) Audit will be conducted the week of November 16th by a DHCD pre-qualified Independent Public Accounts firm. This expense (\$3,600) for the first year will be exempt from our budget. Each year thereafter, the Housing Authority will be required to absorb the cost of the audit. The Housing Authority will be using Thomas Hurley for the next three years.
 - In preparation for the AUP audit, the accounting firm is asking for a Credit Card Policy. Barbara presented a Credit Card policy that is being used at other Housing Authorities. Grafton does not use or have any credit cards but should the need arise in the future we will have one in place. Dave Robbins made a motion to accept the Credit Card Policy as presented. Lisa Kelley seconded. Voted, passed
 - Building Inspector has requested to do an inspection of all common hallways. Forms were completed and submitted to the Building Department. At the time of conversation, the Building Inspector did not know what the fee would be for the inspections (per unit or per building). In any case, the Housing Authority will go before the Selectman and ask for a waiver.
 - Utility closets at Forest Lane and Maxwell Drive are being used by the tenants for storage. A notice will go out to all tenants informing them that these closets are not for personal use and that all will be cleaned out and locked.

- Public Comment
 - Mr. Scott Ricker did not think that the parking policy was accurate. Claimed there are no handicap spots. Jim Gallagher corrected him and said he was parked in one.

Grafton Housing Authority's next meeting will be on December 7, 2015 in the Maxwell Drive Community Room. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Barbara Marsden

Barbara Marsden, Secretary