

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY
600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
FAX (508) 533-3402

RECEIVED
JAN 06 2012
TOWN CLERK

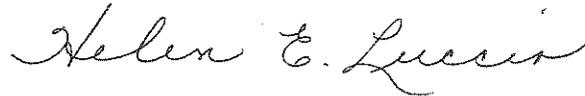
NOTICE OF REGULAR MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Regular Meeting of the Medway Housing Authority will be held at
the Management Office at Mahan Circle, Medway, Massachusetts on
January 11, 2012 at 1:00 p.m.

Sincerely,



Helen E. Luccio
Executive Director

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Regular meeting of the Medway Housing Authority will be held at 1:00 p.m. o'clock on January 11, 2012 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

01/05/12
Month Day Year

By: Helen E. Luccio
Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on January 5, 2012 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 5th Day of January 2012.

Helen E. Luccio
Secretary

AGENDA

JANUARY 11, 2012

1. Meeting to Order 1:00 p.m.
2. Minutes of December 7, 2011 Regular Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Sewer Connection
 - b. Mahan Circle Exterior Window Casing Project
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. State Capital Planning System-Vote
 - b. Other

MINUTES OF JANUARY 11, 2012
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, January 11, 2012 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. The following members were in attendance: Mr. Matondi, Mr. Ferrari, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio, Assistant Director Sheila Souza and Social Worker Pauline Russo were also in attendance.

Chairman Matondi called the meeting to order and asked the members if any changes were to be made in the minutes that were mailed to them. There being no changes, the minutes of the December 7, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Seventy-six (76) checks totaling \$129,978.56 were approved upon the motion of Mrs. O'Donnell and seconded by Mr. Ferrari.

167-1 Account – One (1) check totaling \$467.70 was approved upon the motion of Mrs. O'Donnell and seconded by Mr. Ferrari.

A listing of these checks is attached.

Old Business

a. Kenney Drive Sewer Connection – Mr. Ferrari reported that he spoke to Suzanne Kennedy, Town Administrator who then called Tom Holder, Director of Public Services about obtaining a permit before April. The town did not realize that this was an emergency situation and requested that J.M. Shaw contact Tom Holder. E.D. Luccio said she asked Jeff Shaw to call Tom Holder.

b. Mahan Circle Exterior Window Casing Project – E.D. Luccio reported that Vareika Construction has almost completed the project.

The attached Change Order No. 1 in the amount of \$7243. was unanimously approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

c. Vacancies – Maintenance is working on 14C Kenney Drive and will have 211 Mahan Circle to renovate.

New Business

a. State Capital Planning System – E.D. Luccio reviewed the Capital Improvement Plan with the Board Members. The following motion was made by Mrs. O’Leary and seconded by Mrs. O’Donnell.

“That the Medway Housing Authority approves the State Capital Improvement Plan dated January 11, 2012. The vote was as follows:

AYES

Michael F. Matondi
Robert Ferrari
Mary C. O’Leary
Helen T. O’Donnell

NAYS

None

Mr. Ferrari said the Board should be thinking about costs for the next five years and working on a plan for the State developments.

At this time Mrs. Slack arrived and was brought up to date on what was discussed.

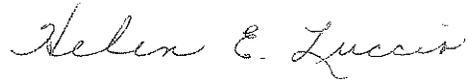
b. Year End Financial Statements Certification – Upon the motion of Mrs. O’Leary and seconded by Mrs. Slack, the Board unanimously voted to sign the attached Certification. E.D. Luccio said that Fee Accountant Larry DelVecchio will sign the form next time he visits the office.

c. Affordable Housing – Mrs. Slack brought the Board up to date on Affordable Housing. She said the AFC has had several meetings with the Affordable Housing Trust. She also mentioned that Peter Smith is no longer interested in the property at 204 Village Street.

The February Regular Meeting of the Medway Housing Authority will be held on February 8, 2012 at the Management Office at 1:00 p.m.

The January 11, 2012 Regular Meeting of the Medway Housing Authority adjourned at 2:00 upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen E. Luccio".

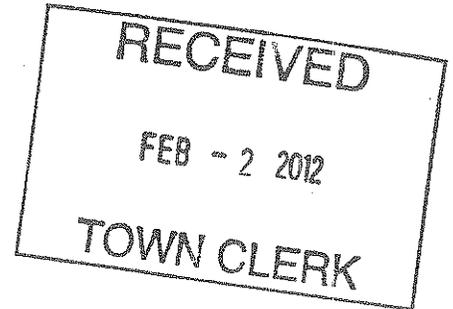
Helen E. Luccio
Executive Director and
Secretary

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY

600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
FAX (508) 533-3402



NOTICE OF REGULAR MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Regular Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on February 8, 2012 at 1:00 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director



An Equal Opportunity Employer



TTD (508) 533-2434

AGENDA

FEBRUARY 8, 2012

1. Meeting to Order 1:00 p.m.
2. Minutes of January 11, 2012 Regular Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Sewer Connection
 - b. Mahan Circle Exterior Window Casing Project
 - c. Vacancies
 - d. Affordable Housing
 - e. State Budgets
 - f. Other
5. New Business
 - a. HUD Agency Plan
 - b. Annual Town Report
 - c. State Quarterly Operating Statements
 - d. Other

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Regular meeting of the Medway Housing Authority will be held at 1:00 p.m. o'clock on February 8, 2012 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

02/03/12
Month Day Year

By: Helen E. Luccio
Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on February 3, 2012 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 3rd Day of February 2012.

Helen E. Luccio
Secretary

d. Affordable Housing – Mrs. Slack brought the Board up to date on Affordable Housing. She is preparing the Annual Town Report for the Affordable Housing Committee and Doug Havens is working on the report for the Affordable Housing Trust.

e. State Budgets FY 2013 – E.D. Luccio reported that the 400-1, 689-1, 689-9 and MRVP budgets for the fye 6/30/12 have been approved.

f. Other – E.D. Luccio said she would call Management Rep. Bob Pelletier and invite him to the next meeting so the Board can convey their concerns about the future needs of the State developments.

At this time Mrs. Russo arrived.

New Business

a. HUD Agency Plan FY 2012 – E.D. Luccio reviewed the schedule prepared by Consultant Bernie Stewart with the Board. The RAB meeting will be held at the Management Office on Wednesday, March 21st at 7:00 p.m.

b. Annual Town Report – A copy of the 2011 report was given to the Board Members.

c. State Quarterly Reports – The Board acknowledged receiving a copy of the 400-1, 689-1, 689-9 and MRVP reports for the quarter ending 12/31/11.

d. MRVP Income Limits – The Authority received the new Eligibility/Income Limits by household size for the Massachusetts Rental Voucher Program effective March 1, 2012 and voted to accept them. A copy of the vote is attached.

e. Other – E.D. Luccio said she was informed by NW Pest Control that an apartment at Kenney Drive has an infestation of bedbugs. The entire building has to be fumigated on three different dates over the next month. E.D. Luccio held a meeting with the tenants in the Community Room at Kenney Drive to explain the process and what each tenant is required to do.

The March Regular Meeting of the Medway Housing Authority will be held on March 14, 2012 at the Management Office at 1:00 p.m.

The February 8, 2012 Regular Meeting of the Medway Housing Authority Adjourned at 1:55 p.m. upon the motion of Mr. Ferrari and seconded by Mrs. O'Donnell.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen E. Luccio".

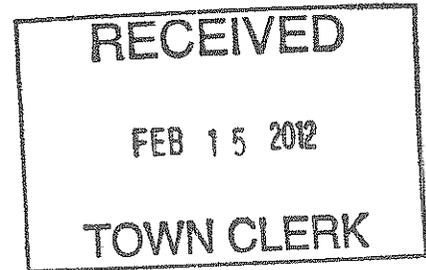
Helen E. Luccio
Executive Director and
Secretary

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY

600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
FAX (508) 533-3402



NOTICE OF SPECIAL MEETING

OF THE

MEDWAY HOUSING AUTHORITY

A Special Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on February 29, 2012 at 10:00 a.m. to accept the fiscal year 2012 Capital Fund Program Grant and to discuss any other pertinent business.

Sincerely,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director



An Equal Opportunity Employer



TTD (508) 533-2434

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Special meeting of the Medway Housing Authority will be held at 10:00 a.m. o'clock on February 29, 2012 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

02/15/12
Month Day Year

By: Helen E. Luccio
Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on February 15, 2012 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 15th Day of February 2012.

Helen E. Luccio
Secretary

MINUTES OF FEBRUARY 29, 2012
SPECIAL MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Wednesday, February 29, 2012 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 10:00 a.m. to accept the 2012 Capital Fund Grant. The following members were in attendance: Mr. Matondi, Mr. Ferrari, Mrs. O'Leary and Mrs. Slack. Executive Director Helen Luccio and Assistant Director Sheila Souza were also in attendance.

Chairman Matondi called the meeting to order. E.D. Luccio said the Authority was notified by HUD that the 2012 grant in the amount of \$110,049 is available. The grant will be used for new handicapped accessible sidewalks at Maple Lane.

The following motion was made by Mrs. O'Leary and seconded by Mr. Ferrari.

"That the Medway Housing Authority accepts the fiscal year 2012 Capital Fund Program Grant in the amount of \$110,049. and authorizes E.D. Luccio to sign all required documents." The vote was as follows:

AYES

Michael F. Matondi
Robert D. Ferrari
Mary C. O'Leary
Alison T. Slack

NAYS

None

E.D. Luccio reported that J.M. Shaw is doing a good job on the sewer connection project at Kenney Drive.

E.D. Luccio gave the Board Members a copy of the Public Housing Assessment System (PHAS) Report for the fiscal year ending June 30, 2011 with a total score of 91. The Board congratulated E.D. Luccio and her staff for the High Performance designation.

The March Regular Meeting of the Medway Housing Authority will be held on March 14, 2012 at the Management Office at 1:00 p.m.

The February 29, 2012 Special Meeting of the Medway Housing Authority
Adjourned at 10:00 a.m. upon the motion of Mrs. O'Leary and seconded by Mr.
Ferrari.

Respectfully submitted,

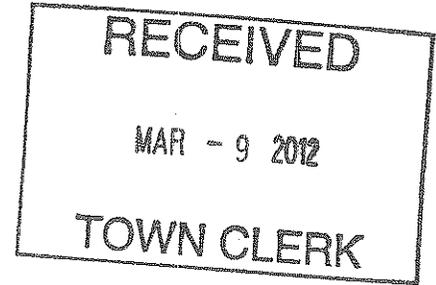
A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director and
Secretary

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY
600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
FAX (508) 533-3402



NOTICE OF REGULAR MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Regular Meeting of the Medway Housing Authority will be held at
the Management Office at Mahan Circle, Medway, Massachusetts on
March 14, 2012 at 1:00 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director



An Equal Opportunity Employer



TTD (508) 533-2434

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Regular meeting of the Medway Housing Authority will be held at 1:00 p.m. o'clock on March 14, 2012 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

03/09/12
Month Day Year

By: Helen E. Luccio
Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on March 14, 2012 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 9th Day of March 2012.

Helen E. Luccio
Secretary

AGENDA

MARCH 14, 2012

1. Meeting to Order 1:00 p.m.
2. Minutes of February 8, 2012 Regular Meeting and
Minutes of February 29, 2012 Special Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Sewer Connection
 - b. 2012 Capital Fund Grant
 - c. HUD Agency Plan
 - d. State Rent Reviews
 - e. Vacancies
 - f. Affordable Housing
 - g. Other
5. New Business
 - a. 248 Village Street Inspection Report
 - b. Other

MINUTES OF MARCH 14, 2012
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, March 14, 2012 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. The following members were in attendance: Mr. Matondi, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio and Assistant Director Sheila Souza were also in attendance.

Chairman Matondi called the meeting to order and asked the members if any changes were to be made in the minutes that were mailed to them. There being no changes, the minutes of the February 8, 2012 Regular Meeting and February 29, 2012 Special Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-nine (59) checks totaling \$105,791.27 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

667 Money Market – One (1) check totaling \$395. was approved upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary. A listing of these checks is attached.

Old Business

a. Kenney Drive Sewer Connection – E.D. Luccio reported that the project is almost completed and that she is very pleased with J.M. Shaw.

b. 2012 Capital Fund Grant – Accessible Sidewalks at Maple Lane – E.D. Luccio said the next step is to advertise for an Architect. She will combine the 2011 grant (heating system upgrade) with the 2012 project.

At 1:10 p.m. Mrs. Slack arrived.

c. State Rent Reviews – E.D. Luccio reported that the April 1st reviews for Kenney Drive and Lovering Heights are completed. The average monthly increase is \$14/unit.

d. HUD Agency Plan – E.D. Luccio informed the Board that Bernie Stewart will be at the Authority on Wednesday, March 21st at 7:00 p.m. for the Resident’s Advisory Board meeting.

e. Vacancies - Maintenance has the following apartments to renovate: 7, 37, 56 & 58 Lovering Heights and will have 5 Kenney Drive.

f. Affordable Housing – Mrs. Slack brought the Board up to date on Affordable Housing. She said that Board Member, Ralph Caton, is leaving the AFC and Affordable Housing Trust so they are searching for a replacement.

g. Other – Mrs. O’Donnell mentioned that she took out papers for the upcoming election in May.

New Business

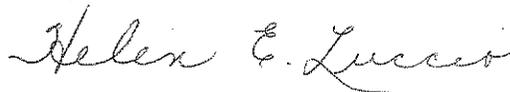
a. 248 Village Street Inspection – E.D. Luccio reviewed the report from DHCD Inspector , Bob Marcolini, with the Board. She said all emergency items were taken care of immediately by maintenance.

b. State Capital Improvement Plan – E.D. Luccio said the plan was approved by DHCD. Project Manager, Steve Merriam, will be visiting the authority sometime next month to review the plan with E.D. Luccio.

The April Regular Meeting of the Medway Housing Authority will be held on April 11, 2012 at the Management Office at 1:00 p.m.

The March 14, 2012 Regular Meeting of the Medway Housing Authority adjourned at 1:30 p.m. upon the motion of Mrs. O’Leary and seconded by Mrs. Slack.

Respectfully submitted,



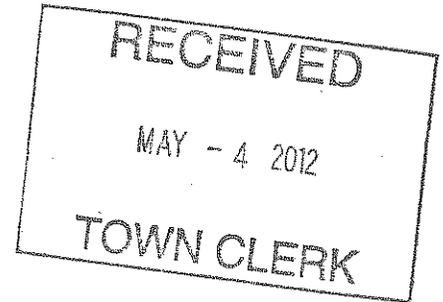
Helen E. Luccio
Executive Director and
Secretary

MICHAEL F. MATONDI
ROBERT D. FERRARI
MARY C. O'LEARY
HELEN T. O'DONNELL
ALISON T. SLACK

HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

MEDWAY HOUSING AUTHORITY

600 MAHAN CIRCLE
MEDWAY, MA 02053
TEL. (508) 533-2434
FAX (508) 533-3402



NOTICE OF REGULAR MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Regular Meeting of the Medway Housing Authority will be held at
the Management Office at Mahan Circle, Medway, Massachusetts on
May 9, 2012 at 1:00 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Helen E. Luccio".

Helen E. Luccio
Executive Director



An Equal Opportunity Employer



TTD (508) 533-2434

FOR MINUTE BOOK

A copy of the NOTICE OF MEETING, pursuant to Section 23A of Chapter 39 of the General Laws, with the CERTIFICATION AS TO SERVICE OF MEETING attached thereto was read and ordered spread upon the Minutes of this meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Regular meeting of the Medway Housing Authority will be held at 1:00 p.m. o'clock on May 9, 2012 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

05/04/12
Month Day Year

By: Helen E. Luccio
Title: Executive Director
Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(Sec. 23A, Chapter 39, General Laws)

I, Helen E. Luccio, the duly appointed, qualified and acting Secretary of the Medway Housing Authority, do hereby certify that on May 4, 2012 I filed, in the manner provided by Sec. 23A, Chapter 39, General Laws, with the Clerk of the Town of Medway, a NOTICE OF MEETING of which the foregoing is a true and correct copy. IN TESTIMONY THEREOF, I have hereunto set my hand and Seal of said Authority this 4th Day of May 2012.

Helen E. Luccio
Secretary

AGENDA

MAY 9, 2012

1. Meeting to Order 1:00 p.m.
2. Minutes of April 11, 2012 Regular Meeting
3. Bills
4. Old Business
 - a. State Capital Improvement Plan
 - b. Kenney Drive Sewer Connection
 - c. 2012 Capital Fund Grant – Architect Proposal
 - d. Vacancies
 - e. Affordable Housing
 - f. Other
5. New Business
 - a. Upcoming Onsite visit from HUD Staff
 - b. Energy Audit
 - c. Quarterly Operating Statements
 - d. Other