

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

January 10, 2011

Chairman, Michael Matondi called at 3:10 P.M. on January 10, 2011 and said to cancel Housing Authority Meeting for Wednesday, January 13, 2011 because of impending snow storm.

I called Alison Slack at 617-966-2757 at 3:15 p.m. and left message about Housing Authority Meeting being cancelled.

I called Robert Ferrari at 508-533-6819 at 3:17 p.m. and left same message.

I called Mary O'Leary at 3:19 p.m. and left same message.

I called and spoke with Helen O'Donnell at 3:18 and told her meeting was cancelled.

I called Town Hall at 3:20 p.m. and spoke with Mrs. Tingley. She will put notice of cancellation on Bulletin Board at Town Hall and also on Town Website.

Helen E. Luccio

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JAN 06 2011

TOWN CLERK

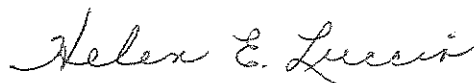
NOTICE OF REGULAR MEETING

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 12, 2011 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 12, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

01/06/11
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 6, 2011 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 6th Day of January, 2011.

Helen E. Luccio
Secretary

AGENDA

JANUARY 12, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of December 8, 2010
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant – Maple Lane Windows
 - b. Sick Leave Policy
 - c. Vacancies
 - d. Affordable Housing
 - e. State Audit
 - f. Other
5. New Business
 - a. Physical Needs Assessment Report
 - b. Independent Audit
 - c. Other

MICHAEL F. MATONDI
ROBERT D. FERRARI
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HELEN T. O'DONNELL
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HELEN E. LUCCIO
EXECUTIVE DIRECTOR
AND SECRETARY

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FEB 03 2011

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
February 9, 2011 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 February 9, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

02/04/11

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 4, 2011 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 February, 2011.

Helen E. Luccio
Secretary

AGENDA

FEBRUARY 9, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of December 8, 2010
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant – Maple Lane Windows
 - b. Sick Leave Policy
 - c. Vacancies
 - d. Affordable Housing
 - e. State Audit
 - f. Other
5. New Business
 - a. Physical Needs Assessment Report
 - b. Independent Audit Draft Report
 - c. Lead Paint Legal Compliance Certification
 - d. Quarterly Operating Statements
 - e. 667 Legal
 - f. Other

MINUTES OF FEBRUARY 9, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, February 9, 2011 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 and Mrs. O'Donnell. 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 8, 2010 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – One hundred and twenty-three (123) checks totaling \$238,811.50 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

HUD Checking Account - One (1) check totaling \$7,412.00 was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

689-2 Checking Account – One (1) check totaling \$533.00 was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio reported that phase II of the window replacement project at Maple Lane is completed and final payment was issued to Antonelli Construction Co., Inc.

b. Sick Leave Policy – E.D. Luccio said she would like to study the \$2000 cap longer because of the funding issue.

c. Vacancies – Maintenance is working on 106 Maple Lane and will have 12A Kenney Drive and 110 Mahan Circle to renovate.

d. Affordable Housing – Mrs. O’Leary mentioned that the Community Preservation Committee is meeting on Monday, March 7, 2011.

e. State Audit – The audit report for the fiscal year ending 6/30/10 was discussed. Mr. Matondi thanked and praised E.D. Luccio and her staff for the favorable report. Upon the motion of Mrs. O’Leary and seconded by Mrs. O’Donnell, the Board commended E.D. Luccio and her staff for a job well done.

New Business

a. Physical Needs Assessment Report – A copy of the report prepared by BC Stewart & Associates was given to the Board. The long term projected cost estimate over the next twenty years was reviewed. E.D. Luccio said repairs at Mahan Circle and Maple Lane will be done with the annual capital fund grants.

The Board also received a copy of the Capital Improvement Plan Report for all State developments.

b. Independent Audit Draft – E.D. Luccio said the Authority received the draft report of the audit for the fiscal year ending 6/30/10 prepared by Hurley, O’Neill & Co. with no findings.

c. Lead Paint Legal Compliance Certification – The following motion was made by Mrs. O’Donnell and seconded by Mrs. O’Leary.

“That the Medway Housing Authority is in compliance with the Federal and State Lead Paint Laws.” The vote was as follows:

AYES

Michael F. Matondi

Mary C. O’Leary

Helen T. O’Donnell

NAYS

None

d. Quarterly Operating Statements - The Board acknowledged receiving a copy of the 400-1, 689-1, 689-9 and MRVP reports for the quarter ending 12/31/10.

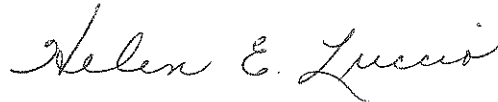
e. 667 Legal – E.D. Luccio brought the Board up to date on the slip and fall accidents at Kenney Drive and Lovering Heights.

f. Other – E.D. Luccio said she would like to recognize the performance of the maintenance staff during the recent snowstorms. In the spring she will provide a luncheon for them at the management office.

The March Regular Meeting of the Medway Housing Authority will be held On March 9, 2011 at the Management Office at 1:00 p.m.

The February 9, 2011 Regular Meeting of the Medway Housing Authority Adjourned at 1:39 p.m. upon the motion of Mrs. O’Leary 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

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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 9, 2011 at 1:00 p.m.

Sincerely,



Helen E. Luccio
Executive Director

March 3 2011
mw

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 9, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

03/03/11

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 3, 2011 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 March, 2011.

Helen E. Luccio
Secretary

AGENDA

MARCH 9, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of February 9, 2011
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant
 - b. 667 Rent Reviews
 - c. Vacancies
 - d. Affordable Housing
 - e. 667 Legal
 - f. Other
5. New Business
 - a. HUD Agency Plan
 - b. Annual Town Report
 - c. Other

MINUTES OF MARCH 9, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, March 9, 2011 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. The following members were in attendance: 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.

Vice Chairman Ferrari 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 9, 2011 Regular Meeting were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

Bills

Revolving Account – Fifty-four (54) checks totaling \$106,866.48 were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

HUD Checking Account – One (1) check totaling \$300. was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell. A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio said phase II of the window replacement project was completed with funds left over from the ARRA, 2008 and 2009 capital fund grants. She submitted a revised budget for 2010 to HUD changing the work item from windows to siding replacement work at Mahan Circle.

b. 667 Rent Reviews – E.D. Luccio said the office has completed the rent review process for Kenney Drive and Lovering Heights tenants. The monthly rent roll is down \$456 because of the increase in the cost of medical expenses and no increase in Social Security benefits.

c. Vacancies – Maintenance is finishing 106 Maple Lane this week and will have 405 Mahan Circle and 10C & 10D Kenney Drive to renovate.

d. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. The next Affordable Housing Meeting is on Wednesday, April 6th at 7:00 p.m.

e. 667 Legal – E.D. Luccio reported on the slip and fall accident at Lovering Heights.

New Business

a. HUD Agency Plan FY 2011 – E.D. Luccio reviewed the attached schedule from Bernie Stewart with the Board. The Resident Advisory Board Meeting is on Wednesday, April 13, 2011 at 7:00 p.m. E.D. Luccio said she is working on the Request for Qualifications and Price Quotation for a Section 504/ADA Compliance Study/Plan and Energy Audit.

b. State Budgets FY 2012 – E.D. Luccio reported that the 400-1, 689-1, 689-9 and MRVP budgets were approved by DHCD.

c. Annual Town Report – A copy of the 2010 report was given to the Board Members.

d. Other – E.D. Luccio mentioned that the State will be out to inspect 248 Village Street.

The April Regular Meeting of the Medway Housing Authority will be held on April 13, 2011 at the Management Office at 1:00 p.m.

The March 9, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:45 p.m. upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary.

Respectfully submitted,



Helen E. Luccio
Executive Director and
Secretary

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 April 13, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

04/07/11
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 April 13, 2011 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 7th Day of April, 2011.

Helen E. Luccio
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

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APR 17 2011

TOWN CLERK

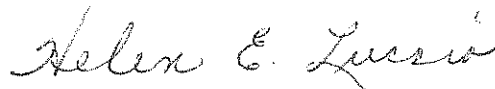
NOTICE OF REGULAR MEETING

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
April 13, 2011 at 1:00 p.m.

Sincerely,



Helen E. Luccio
Executive Director

AGENDA

APRIL 13, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of March 9, 2011
3. Bills
4. Old Business
 - a. 2010 Capital Fund Grant
 - b. HUD Agency Plan
 - c. Vacancies
 - d. Affordable Housing
 - e. 667 Legal
 - f. Other
5. New Business
 - a. Section 504/ADA Compliance & Energy Audit
 - b. 689-9 Revised Budget
 - c. HUD Rent Reviews
 - d. Other

MINUTES OF APRIL 13, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, April 13, 2011 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 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 March 9, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

At this time Mr. Ferrari arrived.

Revolving Account – Sixty-three (63) checks totaling \$108,733.90 were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio said she submitted the revised budget to HUD changing the work item from windows to siding replacement work at Mahan Circle.

b. HUD Agency Plan – E.D. Luccio said Bernie Stewart will be here for the Resident's Advisory Board meeting tonight at 7:00 in the Community Room.

c. Vacancies - Maintenance is working on 103 Maple Lane and will have 120 Maple Lane, 509 Mahan Circle and 10C Kenney Drive to renovate.

d. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. Mr. Ferrari commended Mrs. Slack for all her hard work on the Affordable Housing Committee.

e. 667 Legal – E.D. Luccio reported on the slip and fall accident at Lovering Heights.

f. Other

E.D. Luccio and the Board Members decided that an appreciation luncheon will be held at the Management Office for the Maintenance Staff at noon on Wednesday, May 11th.

New Business

a. Section 504/ADA Compliance & Energy Audit - E.D Luccio signed the agreement with BC Stewart & Associates in the amount of \$9590 to prepare the assessment and audit.

b. 689-9 Revised Budget – E.D. Luccio informed the Board that Larry DelVecchio will prepare a revised budget for bathroom renovations in the amount of \$11,000 at 248 Village Street. Mr. Ferrari suggested that with the next contract include a stipulation that the contracted units have to be inspected weekly by the vendor and that they have a training policy in place for maintaining the building.

c. HUD Rent Reviews – The office is in the process of the July 1st review for Maple Lane and Mahan Circle tenants. A copy of the attached Occupancy Policy will be given to the tenants when they sign their certification forms.

The Board complimented Mrs. O'Donnell for all the work she does organizing the monthly parties at Mahan Circle.

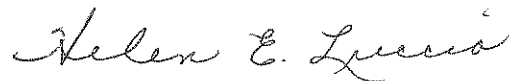
Mr. Ferrari asked E.D. Luccio to contact Holliston Housing Authority to schedule an appointment for members of the Affordable Housing Committee and Housing Authority to visit their new affordable multi cluster development and to get information on how they obtained funding for this project.

Mr. Ferrari mentioned that the Medway Democratic Town Committee will sponsor a Candidates Night Forum on Tuesday, April 26, 2011 from 7:30-9:00.

The May Regular Meeting of the Medway Housing Authority will be held On May 11, 2011 at the Management Office at 1:00 p.m.

The April 13, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:50 p.m. upon the motion of Mrs. Slack 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

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MAY 07 2011

TOWN CLERK

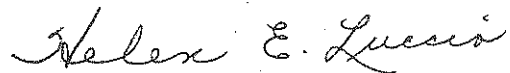
NOTICE OF REGULAR MEETING

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
May 11, 2011 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 May 11, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

05/05/11
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 5, 2011 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 May, 2011.

Helen E. Luccio
Secretary

AGENDA

MAY 11, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of April 13, 2011 Meeting
3. Bills
4. Old Business
 - a. HUD Agency Plan – Mr. Stewart
 - b. 2010 Capital Fund Grant
 - c. Section 504/ADA Compliance & Energy Audit
 - d. Vacancies
 - e. Affordable Housing
 - f. 667 Legal
 - g. Other
5. New Business
 - a. 689-9 Revised Budget – Vote
 - b. Quarterly Operating Statements
 - c. Other

MINUTES OF MAY 11, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, May 11, 2011 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 April 13, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

At this time Mr. Ferrari arrived.

Chairman Matondi called upon Mr. Stewart, our Consultant for the FY 2011 Agency Plan. Mr. Stewart reviewed the plan with the Board. He said there were few changes this year and explained the new focus on the capital fund spending plan.

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

"To adopt the FY 2011 Annual and Five Year HUD Public Housing Agency Plan and vote to authorize E.D. Luccio and Chairman Matondi to sign all FY 2011 Certifications." The vote was as follows:

AYES

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

NAYS

None

At 1:10p.m. Mr. Stewart excused himself from the meeting.

Bills

Revolving Account - Sixty-four (64) checks totaling \$101,826.48 were approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

167-1 – One (1) check totaling \$4,000. was approved upon the motion of Mrs. O'Donnell and seconded by Mrs. Slack.

A listing of these checks is attached.

Old Business

a. 2010 Capital Fund Grant – E.D. Luccio informed the Board that the Authority has to advertise for an Architect for the siding replacement work at Mahan Circle.

b. Section 504/ADA Compliance & Energy Audit – E.D. Luccio said that Ed Vitagliano from BC Stewart & Associates will be here tomorrow to prepare the assessment and audit.

c. Vacancies – Maintenance has 45 Lovering Heights, 120 Maple Lane, 9C and 12A Kenney Drive to renovate.

d. Kenney Drive Septic System – E.D. Luccio said that John Grady, Engineer from DHCD, visited Kenney Drive and provided a scope of work and construction cost estimate for a new septic system. The total cost estimate for construction, design and administration costs is \$60,000. The next step is for the Authority to advertise for an engineer.

e. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. Mrs. Slack said that CPC members Ann Sherry and Mike Heineman will be interviewed by Kent Scott tonight at 5:00. The interview will broadcast on Cable 8.

E.D. Luccio said she called Brenda Farrell, Executive Director from Holliston Housing Authority about scheduling a meeting to discuss how Holliston obtained funding for their new affordable development. Ms. Farrell offered to meet with members of the affordable housing committee at any time. It was decided that Mrs. Slack will contact members and set up the appointment.

Mr. Ferrari thanked E.D. Luccio for contacting Holliston Housing Authority.

At 1:25 Mrs. Russo arrived.

New Business

a. 689-9 Revised Budget FYE 06/30/11 - The budget was reviewed and discussed. The vote is attached.

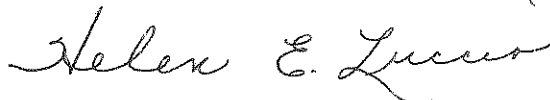
b. Quarterly Operating Statements – the Board acknowledged receiving a copy of the reports for the quarter ending March 31, 2011.

c. Other – A discussion took place about tenants residing at Maple Lane who are not longer in need of family housing. E.D. Luccio said she will inquire about this with HUD staff when she attends the Mass NAHRO Annual Conference.

The June Annual Meeting of the Medway Housing Authority will be held on Wednesday, June 8, 2011 at the Management Office at 1:00 p.m.

The May Regular Meeting of the Medway Housing Authority adjourned at 1:55p.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

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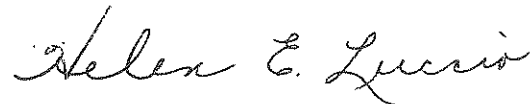
NOTICE OF SPECIAL MEETING

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 June 24, 2011 at 10:00 a.m. to approve the HUD Budget and to discuss any other pertinent business.

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 Special meeting of the Medway Housing Authority will be held at 10:00 a.m. o'clock on June 24, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

06/22/2011

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 June 22, 2011 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 22nd Day of June, 2011.

Helen E. Luccio
Secretary

MINUTES OF JUNE 24, 2011
SPECIAL MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Friday, June 24, 2011 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 10:00 a.m. to approve the HUD Budget. The following Members were in attendance: Mr. Ferrari, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio and Assistant Director Sheila Souza were also in attendance.

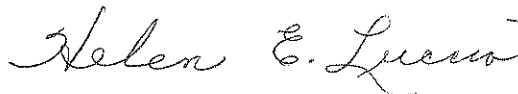
Vice Chairman Ferrari called the meeting to order. The Federal Operating Budget (HUD) for the fiscal year July 1, 2011 to June 30, 2012 was reviewed and discussed. The HUD Budget was approved and the votes are attached.

E.D. Luccio gave the Board Members a copy of the Public Housing Assessment System (PHAS) score report for the fiscal year end 6/30/10. The PHAS total score is 91 with a high performer designation.

There will be no meetings during the months of July or August unless there is need for a Special Meeting.

The June 24, 2011 Special Meeting of the Medway Housing Authority adjourned at 10:20 a.m. upon the motion of Mrs. Slack 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

Extract from Minutes of Meeting

Extract from Minutes of Meeting of a Special Meeting of the Board Members of the Medway Housing Authority held on the 24th day of June 2011.

The Board Members of the Medway Housing Authority met in a meeting at Mahan Circle in the Town of Medway, Massachusetts. At the Place, hour and date duly established for the holding of such meeting.

The Vice Chairman called the meeting to order and on roll call the following answered present:

Robert D. Ferrari
Mary C. O'Leary
Helen T. O'Donnell
Alison T. Slack

The following were absent:

Michael F. Matondi

* The Vice Chairman declared a quorum present.

Certificate of Recording Officer

I, Helen E. Luccio, the duly appointed qualified and acting Secretary of the Medway Housing Authority, Medway, Massachusetts, do hereby certify that the attached extract from the minutes of the Special meeting of the Board Members of the Medway Housing Authority, held on June 24, 2011 is a true and correct copy of the original minutes of such meeting on file and of record in so far as they relate to the matters set forth in the attached extract, and I do further certify that each Resolution appearing in such extract is a true and correct copy of a Resolution adopted at such meeting and on file and of records.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this 24th day of June, 2011.

(Seal)


Helen E. Luccio

The following resolution was introduced by Mr. Ferrari
; read in full and considered:

"It is hereby resolved that no employee of the Medway Housing Authority is serving in a variety of positions which will exceed 100% allocation of his/her time."

Mrs. O'Leary moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Mrs. O'Donnell and upon roll call the "ayes" and "nays" were as follows:

AYES:

Robert D. Ferrari
Mary C. O'Leary
Helen T. O'Donnell
Alison T. Slack

NAYS:

None

The Vice Chairman thereupon declared said motion carried and said resolution adopted.

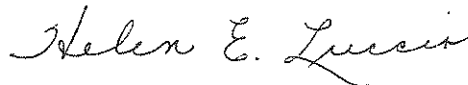
There being no further business to come before the meeting upon motion duly made and seconded, the meeting was adjourned.

Certificate of Recording Officer

I, Helen E. Luccio, the duly appointed qualified and acting Secretary of the Medway Housing Authority, Medway, Massachusetts, do hereby certify that the attached extract from the minutes of the Special meeting of the Board Members of the Medway Housing Authority, held on June 24, 2011 is a true and correct copy of the original minutes of such meeting on file and of record in so far as they relate to the matters set forth in the attached extract, and I do further certify that each Resolution appearing in such extract is a true and correct copy of a Resolution adopted at such meeting and on file and of records.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this 24th day of June, 2011.

(Seal)



Helen E. Luccio

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

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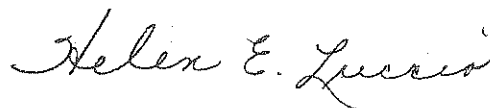
NOTICE OF ANNUAL MEETING

OF THE

MEDWAY HOUSING AUTHORITY

The Annual Meeting of the Medway Housing Authority will be held at the Management Office at Mahan Circle, Medway, Massachusetts on June 8, 2011 at 1:00 p.m. The election of officers will take place at this meeting.

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 June 8, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

06/03/11
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 June 3, 2011 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 June, 2011.

Helen E. Luccio
Secretary

AGENDA

JUNE 8, 2011

1. Meeting to Order 1:00 p.m.
2. Election of Officers
3. Minutes of May 11, 2011
4. Bills
5. Old Business
 - a. Kenney Drive Septic System
 - b. Section 504/ADA Compliance & Energy Audit
 - c. 2010 Capital Fund Grant
 - d. Affordable Housing
 - e. Vacancies
 - f. Other
6. New Business
 - a. HUD Budget Items
 - b. Other

MINUTES OF JUNE 8, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Annual Meeting on Wednesday, June 08, 2011 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 May 11, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

Election of Officers

Upon the motion of Mrs. O'Donnell and seconded by Mrs. O'Leary, E.D. Luccio was elected unanimously to serve as Chairman Pro-Tem for the election of officers for the coming year.

Chairman: Mr. Matondi was nominated by Mrs. O'Donnell and seconded by Mrs. O'Leary. There being no other nominations, the nominations for Chairman were closed upon the motion of Mrs. O'Leary and seconded by Mr. Ferrari. The election of Mr. Matondi was unanimous.

E.D. Luccio then turned the meeting over to Chairman Matondi. Chairman Matondi then opened the nominations for Vice Chairman.

Vice Chairman: Mr. Ferrari was nominated by Mrs. O'Leary and seconded by Mrs. Slack. There being no other nominations, the nominations for Vice Chairman were closed upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. The election of Mr. Ferrari was unanimous.

Treasurer: Mrs. O'Leary was nominated by Mr. Ferrari and seconded by Mrs. Slack. There being no other nominations, the nominations for Treasurer were closed upon the motion of Mr. Ferrari and seconded by Mrs. Slack. The election of Mrs. O'Leary was unanimous.

Assistant Treasurer: Mrs. O'Donnell was nominated by Mr. O'Leary and seconded by Mrs. Slack. There being no other nominations, the nominations for Assistant Treasurer were closed upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. The election of Mrs. O'Donnell was unanimous.

Bills

Revolving Account – Sixty-two (62) checks totaling \$95,584.44 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

167-1 Account – Two (2) checks totaling \$5,695.00 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack. A listing of these checks is attached.

Old Business

a. Kenney Drive Septic System – E.D. Luccio informed the Board that DHCD recommended GCG Associates, Inc. of Wilmington to provide engineering services in the amount of \$7,060. E.D. Luccio said she is waiting for the contract from GCG Associates.

b. Section 504/ADA Compliance & Energy Audit – The Board Members reviewed and discussed the Policies and Procedures Regarding Requests for Accommodation prepared by BC Stewart & Associates. These Policies and Procedures were unanimously approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

c. 2010 Capital Fund Grant – Boston Bays – E.D. Luccio said Bernie Stewart is preparing the ad for an Architect.

d. Affordable Housing – Mrs. Slack brought the Board up to date on the Community Preservation Committee. Mrs. Slack said that she called the Holliston Housing Authority about scheduling an appointment to discuss their new affordable housing development, but she has not heard from Director Brenda Farrell. E.D. Luccio said she will give Brenda a call.

e. Vacancies – Maintenance is working on 120 Maple Lane and 12A Kenney Drive and will have 9C, 10B Kenney Drive and 105 and 310 Mahan Circle to renovate.

f. Other – E.D. Luccio informed the Board that when she was at the NAHRO conference she talked to Donna Ayala, Director from HUD about Maple Lane tenants who are no longer in need of family housing. She was told that there is nothing that the Authority can do. If the tenant is near elderly then they would be able to move to elderly housing. A discussion took place about whether the tenants would still be eligible for Mahan Circle if their income exceeded the limits for eligibility. E.D. Luccio said she would check with Bernie Stewart to see if he can research this issue.

New Business

a. HUD Budget FYE 6/30/12 – E.D. Luccio said a new mower in the amount of \$12,000 will be included in the budget. A special meeting will be scheduled when Larry DelVecchio has the budget prepared.

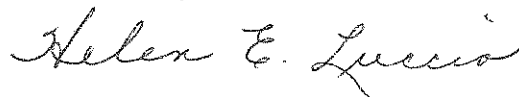
b. Cookout – The annual cookout will be held at Mahan Circle on Wednesday, August 3rd at noon.

c. Other – Chairman Matondi asked about having a policy on Board Member term limits. The Board decided that this would be discussed at the September meeting.

A Special Meeting will be scheduled when the HUD Budget is prepared.

The June 8, 2011 Annual Meeting of the Medway Housing Authority adjourned at 1:49 p.m. upon the motion of Mrs. O'Leary and seconded by Mr. Ferrari.

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

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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 August 1, 2011 at 10:00 a.m. to approve the Management Assessment Subsystem (MASS) Certification for the fiscal year ending June 30, 2011, accept the fiscal year 2011 Capital Fund Program Grant and to discuss any other pertinent business.

Sincerely,



Helen E. Luccio
Executive Director

MINUTES OF AUGUST 1, 2011
SPECIAL MEETING
OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Monday, August 01, 2011 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 10:00 a.m. to accept the 2011 Capital Fund Grant and approve the Management Assessment Subsystem (MASS) Certification. The following members were in attendance: Mr. Matondi, Mr. Ferrari, Mrs. O'Leary, Mrs. O'Donnell and Mrs. Slack. Executive Director Helen Luccio and Assistant Director Sheila Souza were also in attendance.

E.D. Luccio said the Authority was notified by HUD that the 2011 grant in the amount of \$115,035 is available. The grant will be used for the continuation of the siding replacement work at Mahan Circle.

The following motion was made by Mr. Ferrari and seconded by Mrs. O'Leary. "That the Medway Housing Authority accepts the FY 2011 Capital Fund Program Grant in the mount of \$115,035 and authorize E.D. Luccio to sign all required documents." The vote as follows:

AYES

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

NAYS

None

The Management Assessment Subsystem (Mass) Certification for the fiscal year ending June 30, 2011 was reviewed and discussed. The attached Resolution No. 11 was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell. The vote was as follows:

AYES

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

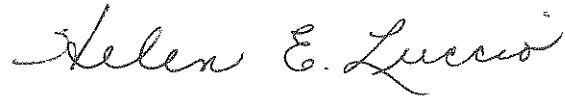
NAYS

None

The September Regular Meeting of the Medway Housing Authority will be held on September 14, 2011 at the Management Office at 1:00 p.m.

The August 1, 2011 Special Meeting of the Medway Housing Authority adjourned at 10:12 a.m. upon the motion of Mrs. Slack 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

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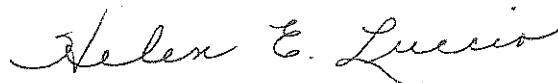
NOTICE OF REGULAR MEETING

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
September 14, 2011 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 September 14, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

09/08/11
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 September 8, 2011 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 8th Day of September, 2011.

Helen E. Luccio
Secretary

AGENDA

SEPTEMBER 14, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of June 24, 2011 and August 1, 2011 Special Meetings
3. Bills
4. Old Business
 - a. Kenney Drive Septic System
 - b. 2011 Capital Fund Grant
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. State Budgets
 - b. MRVP Income Limits - Vote
 - c. Architect Proposal for Boston Bays
 - d. Contract for Kang Associates - Vote
 - e. State Capital Planning System
 - f. Quarterly Operating Statement
 - g. REAC Inspection
 - h. Other

MINUTES OF SEPTEMBER 14, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, September 21, 2011 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 June 24, 2011 and August 1, 2011 Special Meetings were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Two hundred (200) checks totaling \$423,348.11 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

667 Checking Account – Three (3) checks totaling \$21,531 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

689-2 Account – One (1) check totaling \$265. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

Old Business

a. Kenney Drive Septic System – E.D. Luccio said she brought the plans to the town hall for review and one notation was made. GCG will make the change on the plans before they go out to bid.

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

“That the Medway Housing Authority accepts the plans prepared by GCG Associates, Inc. for the sewer connection project at Kenney Drive.” The vote was as follows:

AYES

Michael F. Matondi
Mary C. O’Leary
Helen T. O’Donnell
Alison T. Slack

NAYS

None

b. 2011 Capital Fund Program – E.D. Luccio said grant funds in the amount of \$115,035 will be used for the Boston Bays Replacement Project at Mahan Circle.

c. Vacancies – Over the summer maintenance completed 9C, 10B Kenney Drive, 105 and 310 Mahan Circle. Next month 55 Lovering Heights will be renovated.

d. Affordable Housing – Mrs. Slack brought the Board up to date on Affordable Housing. She said there is discussion about the Affordable Housing Committee and Affordable Housing Trust collaborating. She also mentioned that the seven (7) resumes received for the Housing Specialist position will be reviewed tonight.

e. Other – E.D. Luccio reported that there was no damage at any of the developments from the hurricane. Kenney Drive lost power from Sunday, August 28th through Wednesday, August 31st. Lovering Heights had partial power and Mahan Circle and Maple Lane never lost power. Mr. Matondi suggested that the Authority should have an evacuation plan. E.D. Luccio said Bernie Stewart might be able to help prepare a plan. She will also check with the town hall to see if there is a civil defense representative.

New Business

a. State Budgets - E.D. Luccio said that the budget guidelines were received. The guidelines allow a 3% increase to the allowable non-utility expense level. Larry DelVecchio should have the budgets prepared for the next meeting.

b. MRVP Income Limits – The Authority received the new Income Limits effective September 1, 2011 and voted to accept them. A copy of the vote is attached.

c. Architect Proposal for Boston Bays – E.D. Luccio reported that the Authority advertised and one proposal was received from Kang Associates.

d. Contract for Kang Associates – The following motion was made by Mrs. O’Leary and seconded by Mrs. Slack.

“To award the contract for Architect/Engineering Services for the Boston Bays Replacement Project at Mahan Circle to Kang Associates in the amount of \$8,000 and authorize E.D. Luccio to sign all contract documents. The vote was as follows:

AYES

Michael F. Matondi
Mary C. O’Leary
Helen T. O’Donnell
Alison T. Slack

NAYS

None

e. Lead Paint Compliance Certification – The following motion was made by Mrs. O’Leary and seconded by Mrs. O’Donnell.

“That the Medway Housing Authority is in compliance with the Federal and State Lead Paint Laws.” The vote was as follows:

AYES

Michael F. Matondi
Mary C. O’Leary
Helen T. O’Donnell
Alison T. Slack

NAYS

None

f. State Capital Planning System – E.D. Luccio said the Authority will be working on capital improvement projects with the formula funding from DHCD.

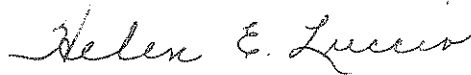
g. State Quarterly Operating Statements – the Board acknowledged receiving a copy of the reports for the quarter ending 06/30/11.

h. HUD/REAC Inspection – E.D. Luccio informed the Board that apartment inspections at Mahan Circle and Maple Lane would be conducted on Friday, September 16, 2011. The inspector will select twenty-one apartments to inspect.

The October Regular Meeting of the Medway Housing Authority will be held on October 12, 2011 at the Management Office at 1:00 p.m.

The September 14, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:47 p.m. 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

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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
October 12, 2011 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 October 12, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

10/06/11
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 October 6, 2011 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 6th Day of October, 2011.

Helen E. Luccio
Secretary

AGENDA

OCTOBER 12, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of September 14, 2011 Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Septic System
 - b. 2011 Capital Fund Grant
 - c. Vacancies
 - d. Affordable Housing
 - e. REAC Inspection
 - f. Other
5. New Business
 - a. State Budgets - Vote
 - b. Audit
 - c. Other

*no quorum
only Bob Ferrari &
Melix O'Donnell came
to the meeting*

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

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TOWN CLERK

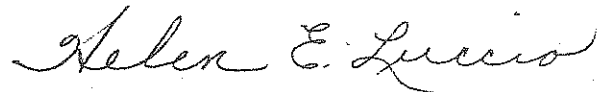
NOTICE OF SPECIAL MEETING

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
Wednesday, October 19, 2011 at 10:00 a.m. to approve the 2012 State Budget
and to discuss any other pertinent business.

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 Special meeting of the Medway Housing Authority will be held at 10:00 a.m. o'clock on October 19, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

10/13/11
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 October 13, 2011 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 13th Day of October, 2011.

Helen E. Luccio
Secretary

AGENDA

OCTOBER 19, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of September 14, 2011 Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Septic System
 - b. 2011 Capital Fund Grant
 - c. Vacancies
 - d. Affordable Housing
 - e. REAC Inspection
 - f. Other
5. New Business
 - a. State Budgets - Vote
 - b. Audit
 - c. Other

MINUTES OF OCTOBER 19, 2011
SPECIAL MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Wednesday, October 19, 2011 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 1:00 p.m. to approve the State Budgets and discuss any other pertinent business. The following members were in attendance: Mr. Matondi, Mr. Ferrari, 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 September 14, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-nine (59) checks totaling \$70,353.42 were 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 GCG Associates, Inc. advertised for a contractor. Bids will be opened on Thursday, November 3, 2011 at 11:00 a.m. at the Management Office.

b. 2011 Capital Fund Grant - Kang Associates is preparing the ad for the invitation to bid for the Exterior Window Casing (Boston Bays) project at Mahan Circle.

c. Vacancies – Maintenance is working on 8 and 17 Lovering Heights.

d. Affordable Housing – Mrs. Slack reported that Charlie Nascari resigned from the Affordable Housing Committee. Also, the Committee is down to two applicants to re-interview for the Housing Specialist position.

Mr. Ferrari asked E.D. Luccio to call Holliston Housing to set up an appointment to discuss their new Affordable Housing project.

e. REAC Inspection - E.D. Luccio reported that she received the PHAS Physical Inspection report from HUD with a score of 91.

New Business

a. State Budgets – The 400-1, 689-1, 689-9 and MRVP budgets for FY 2012 were reviewed, discussed and approved. The votes are attached.

b. Audit - E.D. Luccio said that the auditor's from Hurley, O'Neill and Co. will be back on October 24th to complete the audit.

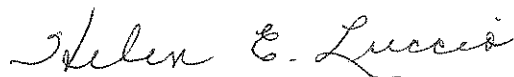
c. Evacuation Plan – E.D. Luccio said she contacted the town hall to inform them that the Housing Authority wants to be included in the town's Evacuation Plan. They are working on a plan now and will keep the office informed.

d. Other – Mr. Matondi mentioned that 125 people have signed up to help on different committees for the 300th Anniversary.

The November Regular Meeting of the Medway Housing Authority will be held on November 9, 2011 at the Management Office at 1:00 p.m.

The October 19, 2011 Special Meeting of the Medway Housing Authority adjourned at 10:47 a.m. upon the motion of Mr. Ferrari 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

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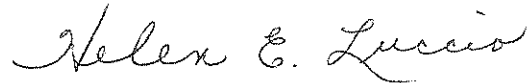
NOTICE OF REGULAR MEETING

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
November 9, 2011 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 November 9, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

11/03/11
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 November 3, 2011 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 November, 2011.

Helen E. Luccio
Secretary

AGENDA

NOVEMBER 9, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of October 19, 2011 Special Meeting
3. Bills
4. Old Business
 - a. Kenney Drive Sewer Connection - Vote
 - b. Exterior Window Casing Project – Mahan Circle
 - c. Vacancies
 - d. Affordable Housing
 - e. Other
5. New Business
 - a. Executive Director Contract - Vote
 - b. State Budget & Salary Certifications
 - c. State Quarterly Operating Statements
 - d. Other

MINUTES OF NOVEMBER 9, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, November 9, 2011 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 and Mrs. O'Donnell. 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 October 19, 2011 Special Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-eight (58) checks totaling \$72,311.88 were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

667 Money Market Account – One (1) check totaling \$249. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

HUD Money Market Account – One (1) check totaling \$5200. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

A listing of these checks is attached.

At this time Mr. Ferrari arrived.

Old Business

a. Kenney Drive Sewer Connection – The following motion was made by Mrs. O'Donnell and seconded by Mrs. O'Leary.

“That the Medway Housing Authority award the contract for the Sewer Tie-in at Kenney Drive to J.M. Shaw Construction Corp. of West Bridgewater, MA the lowest eligible and responsible bidder, in the amount of \$38,250.” The vote was as follows:

AYES

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

NAYS

None

b. Exterior Window Casing Project at Mahan Circle – The results of the general bid opening held this morning at 11:00 a.m. are attached.

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

"That the Medway Housing Authority award the contract for the Exterior Window Casing Project at Mahan Circle to Vareika Construction Co., the apparent low bidder, in the amount of \$66,451 contingent upon review by general contractor that he is confident in his submitted bid price." The vote was as follows:

AYES

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

NAYS

None

c. Vacancies – Maintenance is working on 17 Lovering Heights and will have 14C Kenney Drive to renovate next month.

d. Affordable Housing – Mr. Ferrari reported that Doug Havens of Medway was hired to fill the Community Housing Coordinator position. E.D. Luccio said that Brenda Farrell of the Holliston Housing Authority is available anytime during the day to meet and discuss their new Affordable Housing Project.

New Business

a. Executive Director Contract – The following motion was made by Mr. Ferrari and seconded by Mrs. O'Leary.

"To authorize the Chairman and Treasurer to sign the Contract of Employment by and between the Medway Housing Authority and Helen E. Luccio, Executive Director, for a term of three years commencing on November 1, 2011."

The vote was as follows:

AYES

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

NAYS

None

E.D. Luccio said DHCD has requested that the attached Budget and Salary Certification forms have to be signed by the Board and Executive Director.

b. State Quarterly Operating Statements – The Board acknowledged receiving a copy of the reports for the quarter ending 9/30/11.

c. Other – Mr. Ferrari said he had a conversation with Susy Affleck-Childs about potential grants for energy conservation projects like free energy audits. He will schedule a meeting with Ms. Affleck-Childs and E.D. Luccio to discuss the grants. The application has to be in by 12/15/11.

Mr. Matondi said that Veterans Day Services will be held at Matondi Square on November 11th at 10:45 a.m. In case of inclement weather, the services will be held at the Village Church.

E.D. Luccio said she called the town hall to let them know that the Housing Authority wants to be included in their evacuation plan.

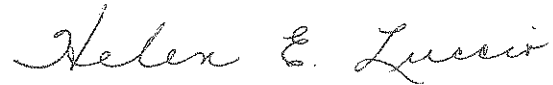
E.D. Luccio said she would call NAHRO to see if the Authority can charge any new HUD tenants 30% of their income for rent instead of the flat rent.

The Board gave E.D. Luccio and her staff permission to close the office on the following days: November 25th, December 26th and January 2nd.

The December Regular Meeting of the Medway Housing Authority will be held on December 14, 2011 at the Management Office at 1:00 p.m.

The November 9, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:45 p.m. upon the motion of Mrs. O'Leary 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

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DEC 07 2011

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 December 7, 2011 at 1:00 p.m. Please note the change in the date of this meeting.

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 December 7, 2011 at the Office of the Authority located at Mahan Circle, Medway, Massachusetts.

12/01/11
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 December 1, 2011 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 1st Day of December, 2011.

Helen E. Luccio
Secretary

AGENDA

DECEMBER 7, 2011

1. Meeting to Order 1:00 p.m.
2. Minutes of November 9, 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. 2012 Capital Fund High Performer Bonus
 - b. 667 Annual Rent Review
 - c. Other

MINUTES OF DECEMBER 7, 2011
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, December 7, 2011 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 November 9, 2011 Regular Meeting were approved upon the motion of Mrs. O'Leary and seconded by Mrs. O'Donnell.

Bills

Revolving Account – Fifty-five (55) checks totaling \$95,055.87 were approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

667 Money Market Account – One (1) check totaling \$904.76 was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

HUD Money Market Account – One (1) check totaling \$922.12 was approved upon the motion of Mrs. Slack and seconded by Mrs. O'Leary.

A listing of these checks is attached.

Old Business

a. Kenney Drive Sewer Connection - E.D. Luccio said the office is waiting for DHCD to approve the contracts with J.M. Shaw Construction Corp.

b. Mahan Circle Exterior Window Casing Project – E.D. Luccio said Vareika Construction was scheduled to start working today but was delayed because of the weather.

The attached Change Order No. 1 in the amount of \$5,816. was approved upon the motion of Mrs. O'Leary and seconded by Mrs. Slack.

Mr. Ferrari said that while this project is being done all doors and windows should be checked to make sure they are energy efficient.

c. Vacancies – Maintenance completed 510 Mahan Circle and will have 14 & 59 Lovering Heights and 14C Kenney Drive to renovate.

d. Affordable Housing - Mrs. Slack reported that the AHC is meeting tonight to discuss the goals and priorities for next year. She also mentioned that she gave a presentation on Medway's Affordable Housing activities at the Affordable Housing Seminar in Sturbridge.

e. Other - Mr. Ferrari said that Susy Affleck-Childs, Planning & Economic Development Coordinator is available to come to any meeting to talk about the local Energy Action Program.

The attached revised Budget and Salary certification forms were signed by the Board.

New Business

a. 2012 Capital Fund High Performer Bonus – E.D. Luccio informed the Board that the Authority is on the list to receive a bonus for the 2012 Capital Fund Program.

b. 667 Rent Review – The office has distributed the rent folders to Kenney Drive and Lovering Heights tenants for the April 1st review.

c. Town of Medway Website – Mr. Ferrari said he would work with the town hall to update and add information to the web page for the Medway Housing Authority.

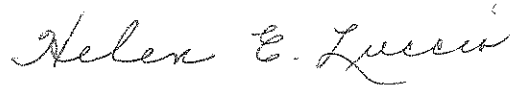
d. Other – Mr. Matondi distributed an article written by the Worcester Housing Authority about providing support and making family residents self-sufficient to motivate them to move out of Public Housing.

Mrs. Russo mentioned that she has had a good turnout with the Matter of Balance exercise classes she has in the Community Room at Mahan Circle on Wednesday afternoons at 2:00.

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

After wishing each other a happy holiday, the December 7, 2011 Regular Meeting of the Medway Housing Authority adjourned at 1:58 p.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