

MIDDLEBOROUGH HOUSING AUTHORITY

Board of Commissioner's Meeting

Wednesday June 15, 2022

Present: Thomas White, Veronica Haywood, Nancy Thomas, Robert Eatherton
Absent: Stephen McKinnon
Also Present: Josephine Ruthwicz, Angie Medeiros

Thomas White, Chair called the meeting to order at 4:00 pm. The meeting began with the Pledge of Allegiance.

MINUTES

MOTION: To approve the 2/14 and 2/17 minutes as presented and the 5/18 minutes as amended.

BY: Robert Eatherton Second BY: Nancy Thomas VOTE: 4-0-0

FINANCIALS

The bank balances through 5/31/22 and rent adjustments totaling \$0.00 were submitted for review

MOTION: To accept the financial statements as submitted

BY: Robert Eatherton Second By: Veronica Haywood

VOTE: 4-0-0

EXECUTIVE DIRECTOR'S REPORT

A. Vacancies – We have 3 vacancies as of 5/31/22

MAINTENANCE REPORT

The Maintenance report for April was presented to the Board for review.

OLD BUSINESS

- A. Retirement of Director Josephine Ruthwicz- Mr. White expressed how grateful he was to have worked with Jo and all the great additions that Jo has incorporated and that she will be greatly missed. Jo thanked the past & present Boards for their support. She also thanked the staff for their dedication & commitment to providing a safe environment for our residents. Ms. Ruthwicz stated she has disconnected her phone from the housing authority that June was the last month that the housing authority would pay her bill. Ms. Thomas did not understand how Jo would disconnect. Ms. Ruthwicz explained that the Housing Authority paid her cellular bill each month. Rather than having two phones she used her personal phone for Housing business and the Housing Authority is no longer paying her bill for her personal phone that was used for Housing business. Mr. White said he was forming a subcommittee to set goals for the new Executive Director. He appointed Mr. Eatherton and Ms. Thomas, who both accepted the appointment.
- B. Added-New Executive Director – Ms. Ruthwicz stated the Board wanted an update on what was giving to newly hire Executive Director, Angie and in the Board packet was a list of what was given to Angie.
- C. Community Preservation Project - Nemasket Roofs - out to bid
- D. Nemasket Creative Place Making Project
William Enos gave an update to the board. Ms. Ruthwicz stated she wants to be appointed as a "construction consultant" in order to continue attending meetings with the architect and contractors. Ms. Thomas asked her for a written proposal.
MOTION: To appoint Ms. Ruthwicz as a "construction consultant" on this building project.
SUBJECT TO her giving the Board a written proposal.
BY: Robert Eatherton Second BY: Tom White VOTE: 4-0-0
- E. Archer Court Sustainability Project
MOTION: To pay TBA in the amount of \$58,800 for architectural services.
BY: Nancy Thomas Second BY: Veronica Haywood VOTE: 4-0-0

F. Archer Court Drainage Project

Ms. Ruthwicz provided the Board with an update.

G. 689-1 (A) Kitchen –The Men’s side kitchen renovation is complete & the house is very happy with the results. New cabinets were also installed in the large bathroom & living room desk area, next is the women’s bathroom to renovate.

H. Coronavirus update- Cases have been decreasing no concerns to report.

I. ARPA funds – We will be receiving \$142,285 in COVID relief funds. New Executive Director, Angie has submitted the forms stating where we intend to use the funds. Ms. Ruthwicz felt that these additional funds would be best used to include an additional building in the Archer Court Sustainability project

NEW BUSINESS

Disposal Of Property – MOTION: To dispose of 8 refrigerators, 7 stoves and 1 dishwasher.

BY: Nancy Thomas Second BY: Veronica Haywood VOTE: 4-0-0

A. Records Disposal- Still waiting for the approval letter to allow the MHA to dispose of the records which will be shredded through a shredding company that will come on site and shred.

UNANTICIPATED

Ms. Haywood wanted to know if the Housing Authority has a protocol for dementia tenants.

SCHEDULE NEXT MEETING – The next meeting will be Wednesday 7/20/22 at 4pm.

ADJOURNMENT

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:06 PM

BY: Nancy Thomas

Second By: Veronica Hayward

VOTE: 4-0-0

Respectfully Submitted:

Maria Medeiros,
Secretary/Executive Director

Commissioner

List of Documents and Other Exhibits Used By The Body At The Meeting:

1. Minutes 2/14, 2/17, 5/18/2022
2. Financials
3. List of new ED’s Hiring documents