

**WALPOLE HOUSING AUTHORITY  
ANNUAL and REGULAR MEETING  
JUNE 14, 2021**

The Annual Meeting, of the Walpole Housing Authority, held in the Community Room, 8 Diamond Pond Terrace and remotely at GoToMeeting, was called to order by Secretary Denise Landry at 6:15 pm.

**PRESENT**                      Peter Betro  
                                      Judith Conroy  
                                      Michael Teeley

**ABSENT:**                      Joseph F. Doyle, Jr.

**ALSO PRESENT:** Denise Landry, Executive Director/Secretary

The Secretary called for nominations of Officers for the coming year, with the following motion being made:

- **Motion:** By Michael Teeley to nominate  
Office of Chairperson                      **Peter Betro**
- **Motion:** By Peter Betro to nominate  
Office of Vice-Chairperson              **Michael Teeley**
- **Motion:** By Peter Betro to nominate  
Office of Treasurer                        **Judith Conroy**
- **Motion:** By Judith Conroy to nominate  
Office of Assistant Treasurer          **Joseph F. Doyle, Jr.**
- **Seconded:** By Judith Conroy to vote the full slate of Officers as nominated.
- **Voted:**

The motions for the nomination for Officers having been made, it was unanimously voted to appoint the full slate of Officers as nominated upon roll call vote, the "Ayes" and "Nayes" recorded as follows:

- **Ayes: 3**                      **Nayes: 0**

The election of Officers now completed, newly elected Chairperson, Peter Betro continued the Annual Meeting by reading Walpole Housing Authority Standing Orders.

**Standing Orders:**

1. All Board Meetings shall take place on the first Monday of the month at 6:00 pm. In the event that a holiday occurs on the first Monday, the Board will decide when the meeting will take place on a case-by-case basis.
2. All Board Members and the Executive Director have check signing authority.  
Two signatures are required on all checks, as follows:  
Two Board Member signatures or One Board Member & Executive Director's signature.
3. Two Authorized Signatories may sign all utility bills and all on-going regular monthly bills at any time during the month.  
All other bills are to be presented for approval at the regular monthly meeting, along with the lists of the aforementioned bills, which have already been paid.
4. Commissioners Liability Insurance is purchased yearly, after the Annual Meeting.  
Notify the Insurance Agency of any Board Member change and present addendum to new Board Members.

The Standing Orders, having been read into the record with no changes, Chairperson, Peter Betro opened Walpole Housing Authority June Regular Meeting at 6:25 pm.

**THE MINUTES OF THE MAY 03 2021 REGULAR MEETING were reviewed.**

- **Motion:** By Michael Teeley to approve the Minutes of the May 03, 2021 Regular Meeting.
- **Seconded:** By Peter Betro.
- **Voted: 2-0-1:** To approve the Minutes of the May 03, 2021 Regular Meeting. New Member Judith Conroy abstaining from the vote as she did not attend May 03, 2021 Regular Meeting.

**TREASURER'S REPORT APRIL 30, 2021** was reviewed. Upon a motion duly made by Michael Teeley and seconded by Judith Conroy, it was:

- **Voted: 3-0-0:** To approve the April 30, 2021 Treasurer's Report as presented.

**BILLS FOR PAYMENT:**

Upon a motion duly made by Michael Teeley and seconded by Judith Conroy, it was unanimously,

- **Voted: 3-0-0:** To approve the attached list of bills for payment dated:

05-17-2021	05-25-2021	06-07-2021	06-14-2021
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**PROJECT UPDATES**

Director provided a summary update of ongoing and pending projects.

**NEW BUSINESS:**

**Renewal of State-Aided Investment Account**

Rockland Federal Credit Union Certificate of Deposit, in which state-aided reserves for \$186,692.21 (05-31-2021) are invested, matured on 06-02-2021. Certificate of Deposit automatically renewed for an additional six (6) month term at a rate of .40% APY.

**Juneteenth Holiday**

The Commonwealth of MA designated June 19<sup>th</sup> a state holiday effective June 19, 2021.

Housing authority employees are not considered state employees. Therefore, Board vote is necessary to add June 19<sup>th</sup> to the Personnel Policy's list of holidays.

No Board Action taken at this time.

**PHN 2021-06 Revised Income Limits for Admission;  
FMRs for Continued Occupancy for State-Aided Programs**

Net Income Limits by Household Size for Determining Admission for State-Aided Housing Programs								
Effective April 1, 2021								
Metropolitan Statistical Areas (MSAs) or HUD Metro FMR Areas (HMFAs)								
	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
Boston-Cambridge-Quincy, MA-NH MSA								
Boston-Cambridge-Quincy, MA-NH - HMFA	\$70,750	\$80,850	\$90,950	\$101,050	\$109,150	\$117,250	\$125,350	\$133,400

Income Limits for Admission to State Aided Programs determined at HUD low-income limits (80% of median income for our area) reset to be effective 04-01-2021 for a two (2) year period as outlined in PHN 2021-06 were presented to Members.

Upon review and consideration, the following was brought forward:

- **Motion:** By Michael Teeley to adopt the Revised State-Aided Program Income Limits effective 04-01-2021 for a two (2) year period.
- **Seconded:** By Judith Conroy.
- **Voted: 3-0-0:** To adopt the Revised State-Aided Program Income Limits effective 04-01-2021 for a two (2) year period.

**314056.NVT Common Hallway Ceilings Change Order(s)**

A change order request is anticipated for additional attic insulation work and fire blocking required for the project. These costs should be covered under the asbestos abatement award the authority received for the project.

The contractor has been asked to provide a change order proposal to install hatches in the common hallway ceilings while they are open to access the building attics. Access currently is only from tenant kitchen closets.

No Board consideration/vote required at this time. Changes are pending process.

**UNFINISHED BUSINESS:**

No action taken at this time.

**DIRECTOR'S REPORT:**

Executive Director presented the June 2021 Director's Report.

**CORRESPONDENCE:**

No Correspondence acted upon at this time.

There being no further items to consider, the following was brought forward:

- **Motion:** To adjourn made by Judith Conroy.
- **Seconded:** By Michael Teeley.
- **Voted: 3-0-0:** To adjourn.

Meeting adjourned at 8:15 pm

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Secretary/Executive Director