

AGENDA

Regular Meeting

February 27, 2019 4:00 p.m.
Saugus Housing Authority
19 Talbot Street
Heritage Heights Community Room
Saugus, MA 01906

1. Pledge of Allegiance.
2. Roll Call.
3. Reading of the Minutes of the Regular Meeting January 9, 2019.
4. Report of Financial Activity for the Period ending 12/31/18.
5. Communications.
 - a) Approval of January 2019 Invoices and Check Registers.
 - b) Work Order Report for the period ending 1/31/19.
 - c) Vacancy Report for the period ending 1/31/19.
 - d) Budget Comparatives for the month ending 12/31/18.
 - e) Public Housing Notice 2019-01. Revision to PMR Criteria for 1st Publishing Year, Dated January 18, 2019.
 - f) Public Housing Notice 2019-02. Common Housing Application for Massachusetts Public Housing (CHAMP) Update. Dated January 30, 2019.
 - g) Public Housing Notice 2019-03. Vacancy Waiver Criteria for Delay in Reoccupying a Unit due to Multiple List Pulls.
 - h) Public Housing Assessment System (PHAS) Score dated 2/20/19.
 - i) Letter Dated December 21, 2018 to John Cannon, Commonwealth of Massachusetts DHCD awarded SHA \$268,594 for FY22.
 - j) Letter to Representative Donald Wong dated January 31, 2019 discussing CHAMP.
 - k) Master Ledger Code – Definition of Priority, State Side.
 - l) Laundry Receipts as of January 31, 2019.
 - m) Tenant Account Receivable as of December 31, 2018.

6. Comments from the floor (one min per person).
7. Director's Report
8. Old Business
9. New Business
 - a) Consideration to Approve Saugus Housing Authority CORI Policy for Housing Application.
 - b) Consideration to Approve Saugus Housing Authority Employee CORI Policy.
 - c) Consideration to approve HUD's Year End Operating Statements for 99-1 Program, for the period ending December 31, 2018.
 - d) Consideration to approve Section 8 Voucher Program Year End, for the period ending December 31, 2018.
 - e) Consideration to approve Voucher Management Final Report for the Year Ending December 31, 2018.
 - f) Consideration to approve DHCD Year End Operating Statements and Mod Reports for the Saugus Housing Authority 400-1, for the period ending December 31, 2018.
 - g) Consideration to approve DHCD Year End Operating Statements and Mod Reports for the Saugus Housing Authority 689-1, for the period ending December 31, 2018.
 - h) Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.
 - i) Certification of Top 5 Compensation Form.
 - j) Certification of Year End Financial Statements and Tenants Accounts Receivables Data.
 - k) Consideration to approve Proposal for Consulting Services for Heritage Heights to evaluate proposal for Building Envelope Assessment for \$27,775 to CBI Consulting L.L.C.
 - l) Consideration to Approve Application and Certification Payment #1, to Kneeland Construction Corporation for \$73,279.47 DHCD Fish Number DHCD 262063 Saugus HA Bathroom Exhaust Fans; 667-1, 667-2.
 - m) Consideration to approve Payment in the amount of \$1,947.88 to Nangle Engineering Incorporated for DHCD Fish Number DHCD 262063 Saugus HA Bathroom Exhaust Fans; 667-1, 667-2.
 - n) Consideration to Approve Application and Certification Payment #1, to Alpha Construction in the amount of \$16,150 for DHCD 262060 Saugus HA Laurel Towers Window Replacement.
 - o) Saugus Housing Authority Executive Director will no long attend Saugus Affordable Housing Trust meetings; there are now three members of the Housing Authority Board on that committee.
 - p) Consideration to have the SHA ED and the SHA Bookkeeper on Heritage Heights Tenant Association check book, while the tenant association is inactive.
10. Commissioner's Concerns/ Comments from the Floor.
11. Adjournment.

