

MARSHFIELD HOUSING AUTHORITY

17 TEA ROCK GARDENS

MARSHFIELD, MA

December 5, 2023, at 5:00 p.m.

AGENDA

(This meeting will be videotaped and Recorded)

(Line added per the request of Kerry Richardson)

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Minutes of the November 7, 2023 Board Meeting
4. Tenants Association
5. Approval of the Accounts Payables and Payments
6. Motion to authorize the Executive Director to submit a grant application pursuant to (PHN 2023-18, NOFA for Resident Services Coordinators), requesting additional funding in the amount of approximately \$10K each year beginning FY24-FY28.
7. Motion to approve and authorize the Executive Director to execute a contract with DDM Co. of Braintree, MA in the amount of \$11,500.00 to install new flooring in 4 Congregate Units and all hallways and common areas at Grace Ryder 667-2 Development. Project will occur in two Phases (2 Congregate units at a time). Phase 1 will utilize Formula Funding and Phase 2 will utilize ARPA funds.
8. Motion to approve Deductible payment of \$9,000.00 due and payable by 12/30/2023 for Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period – 11/17/23 to 11/17/24 per EOHLC Public Housing Notice 2023-21. See attached.
9. Discussion and Review of 2024 Performance Management Review (PMR) by EOHLC and potential Response to the PMR
10. Discussion and Review of ByLaw Template to determine if MHA will adopt and/or modify the Template to recreate and /or modify the MHA ByLaws. Potential Vote on ByLaws.
11. Discussion and Review of the following MHA Policies:

- a. Finance Rent Payment Policy
- b. Rent Collection Policy
- c. Congregate Housing Policy
- d. Marshfield Grievance Procedure
- e. Exterior Grounds & Balcony

12. Discussion for creating dates for the Review of the following MHA Policies:

- a. January BOC Meeting
  - i. Language Access Plan
  - ii. Fair Housing Plan
  - iii. Administration Fair Housing Act
  - iv. Reasonable Accommodation Policy
  - v. Reasonable Accommodation Form
- b. February BOC Meeting
  - i. Administration VAWA 5382 Certificate
  - ii. Administration VAWA-Notice of Rights
  - iii. Marshfield Common Areas Policy
  - iv. Marshfield Family Housing Guidelines
  - v. Dress Code
- c. March BOC Meeting
  - i. Marshfield Fire Arms Policy
  - ii. Marshfield Fire Prevention Policy
  - iii. Marshfield Use of Community Room Policy
  - iv. Pet Policy
  - v. Smoking Policy
  - vi. Trash Guidelines
  - vii. Visitor Policy

13. Discussion and potential Vote on the Reorganization of the MHA BOC

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Assistant Treasurer
- e. Secretary

14. Discussion on Winter preparation for Residents and Facilities

15. Old/New Business

16. Any other business not anticipated by the Chairperson 48 hours in advance of the posted meeting

17. Executive Director's Report

18. Adjournment