

WILBRAHAM HOUSING AUTHORITY  
BOARD MEETING  
**APRIL 12, 2016 7:00 PM**  
**THE PINES DEVELOPMENT**  
**88 STONY HILL ROAD**

A. **Notice to Town Clerk**

A notice of the April 12, 2016 scheduled board meeting pursuant to Section 23B of Chapter 39 of the General Laws was sent to the Town Clerk on April 7, 2016 and posted at the Town Hall.

B. **Roll Call**

C. **Minutes**

March 8, 2016 minutes (enc., vote)

D. **Executive Director's Report**

1. The Congregate Study is complete. DHCD is looking for funding.
2. A pre-construction meeting was held April 5 on the window project. A few mock up windows will be done before the full project is underway.
3. The roof replacement project is complete.
4. The annual re-certifications for the Pines and the family units are complete.
5. The Capital Improvement Plan has been approved by DHCD.
6. I will be attending the MassNahro Spring Conference in May.

E. **Unfinished Business**

F. **New Business**

1. Schedule the Annual Meeting
2. New board emails
3. Write-off Policy (enc., vote)
4. Vote on Application and Certificate for Payment to Rockwell Roofing Inc. in the amount of \$94,601.00.  
(at meeting,vote)
5. Vote on Certificate of Substantial completion of roofing at the Pines. (at meeting, vote)

G. **Treasurer's Reports, Bills, and Communications**

1. Treasurer's Reports dated March 31, 2016 (year end, at next meeting)
2. Invoices and Checks (vote)
3. Communications  
-MassNahro newsletter-emailed 3/11/2016

H. **Close Regular Meeting**

**NEXT MEETING; 7:00 P.M. MAY 10, 2016**  
**12 MILES MORGAN COURT**