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14 OCT 17 AM 10:57

AMESBURY CITY CLERK

Amesbury Housing Authority  
Regular Monthly Meeting  
Mansion 2<sup>nd</sup> Floor Boardroom and Offices at 180 Main St.  
Tuesday October 21, 2014  
Time - 10:00 AM

**DRAFT - AGENDA**

1. Reading of the Roll - Determination of Quorum.

Ratification of the Minutes of the previous regular monthly meeting held on Tuesday August 19, 2014 at 10:00 AM.

2. Correspondence and reports;

A. Monthly Reports for Housing Choice Voucher Program.

B. AHA-owned unit Vacancy Report

C. Smoking Cessation Policy proposal

- Carpenter's Union #111 for current collective bargaining agreement process period which began April 1, 2014. Process has been handed over to Attorney Peter J. McQuillan.
- Report from Attorney James O'Leary
- Researching the lease-to-purchase options for two trucks to replace the 1999 Ford Triton 1-1/2 ton dump truck and the 1995 Ford Ranger pick-up from Stoneham Ford and Amesbury Chevrolet under the auspices of Massachusetts Municipal Contract procurement guidelines.

3. Tenant Organization

4. Old Business - Any updates of Modernization programs funded through CPS program including:

**A. Currently in Construction**

- Replacement of HVAC Make-up Air units at Heritage Tower, (DHCD Project # 007033). Replacement of zone (gate) valves in water supply lines of Tower, installation of gas-fired, make-up air handling units (DHCD Project # 007033), Replacement of Boiler in Mansion (also on emergency power) building and expansion of hydronic heat to community room for emergency heating station if the electric power is out. Motion 2014-10-01 Approval of Certificate of Substantial Completion if it has been processed and made available from Engineering Firm.
- B. Motion 2014-10-02 for Work plan 007037. The engineering phase for the conversion of four fire alarm call boxes to wireless capability is complete. Certificate of Substantial Completion if it has been processed and made available from Nangle Engineering of Danvers, MA.

- Change Order # 2 for Project 007033 HVAC Make-up air unit upgrade if it has been processed and made available from MacRitchie Engineering.
- Motion 2014-10-03 for Work plan 007037 Approve Substantial completion Certification offered by Nangle Engineering for the project.
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5. New Business

6. Review and approval of Monthly Bills for the period from August 17<sup>th</sup>, 2014 through October 18, 2014 which includes : Vendor checks mailed out total in \$\_\_\_\_\_ combined with \$\_\_\_\_\_ for Payroll (9 weekly pay periods), were made for a total of \$\_\_\_\_\_ in checks, payments and electronic transfers for the subject reporting period of nine weeks.

7. Adjournment -

ATTACHMENT (NO. 3)  
CLERK'S CERTIFICATE

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I, Ms. Bonnijo Kitchin, hereby certify: That I am duly appointed and acting Clerk of the City of Amesbury, Massachusetts where-in the AMESBURY HOUSING AUTHORITY has been appointed:

and

1. That a notice of meeting of said AMESBURY HOUSING AUTHORITY a copy of which Draft Agenda is annexed hereto, to be held at 10:00 o'clock AM on Tuesday, October 21, 2014 was filed with me at least forty-eight hours prior to the stated time of said meeting:

and

2. That I immediately caused (a copy of) the said notice of Meeting to be posted publicly (in my office) on the principal official bulletin board of said town of Amesbury, Massachusetts.

and

3. That the posting of the above notice was made pursuant to the provisions of Section 23A of Chapter of the General Laws of Massachusetts, as amended © 626, Acts of 1958).

*Bonnijo Kitchin*  
Clerk - Bonnijo Kitchin *dw*  
City of Amesbury

Amesbury, Massachusetts

Date: October 17, 2014

Seal:

