

Minutes of the meeting held in Regular session on February 14, 2024, at the Community Room of 449 Main Street, Bigelow Gardens of the Lancaster Housing Authority

The Chairman called the meeting to order at 5:15 PM.

Present

Frank MacGrory  
Carol Sonia  
Cynthia Strong  
Marilyn Largey

Absent

Barbara Foster



Also Present: Danielle Fahey, Executive Director

1. Review and approve minutes of January 10, 2024

Motion by Ms. Strong second by Ms. Sonia to approve minutes as presented. The vote was as follows:

Yays

Frank MacGrory  
Carol Sonia  
Cynthia Strong  
Marilyn Largey

Nays

2. Public Comment:

There was no public comment.

3. Review and approve January Expense Sheet

After all bills had been reviewed by the Membership, motion by Ms. Largey second by Ms. Strong to approve January expense sheet as presented. The vote was as follows:

Yays

Frank MacGrory  
Carol Sonia  
Cynthia Strong  
Marilyn Largey

Nays

4. Vacancy Report for January

There is one vacancy.

5. Community Preservation Act Committee

Ms. Largey informed the Board that she has attended several meetings and is learning the process of the Committee and is enjoying it.

6. Vote to amend by-law on proposed Board meeting time

Motion by Ms. Strong second by Ms. Largey to approve vote to amend by-law on proposed Board time and change Board time, as presented. The vote was as follows:

Yays

Nays

Frank MacGrory  
Carol Sonia  
Cynthia Strong  
Marilyn Largey

7. Executive Director's Report

The Executive Director sent the Draft of the Annual Plan that was posted to all the Board members to read over before the March Meeting. The Executive Director wanted to give the Board time to read over it if they had any questions.

The Executive Director asked if the Board members have received any emails from EOHLC regarding training for Board Members. The Board members were going to check their email and spam folders. The Executive Director explained that there were a lot of issues on the roll out to the Board Members.

The Executive Director informed the Board that she is in the process of starting a robo call service for tenants so they can be notified of any emergencies, activities to take place, etc. The office will be gathering all the correct phone numbers to put in. Once we have them, there will be a sample call that goes out.

The Executive Director has scheduled a Scam Presentation put on from the Worcester County DA's office along with a Hip Hop Chair Dance activity later in the month of April.

There was some discussion about the parking policy during snowstorms and how often the tow company comes through the property.

The next meeting will take place on March 13, 2024, at 4:00 PM, where we will approve the Annual plan.

8. Approve and sign Checks by: Ms. Strong and Ms. Sonia.
9. Adjourn. Motion by Ms. Strong seconded by Ms. Sonia to adjourn at 6:20 PM.

The vote was as follows:

Yays

Frank MacGrory  
Carol Sonia  
Cynthia Strong  
Marilyn Largey

Nays

*Danielle Fahey*

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Secretary