

**Minutes of the Meeting  
MASHPEE HOUSING AUTHORITY  
Board of Commissioners**

December 12, 2019

**Date:** December 12, 2019

**Time:** 5:00 PM

**Location:** 766 Falmouth Road, #A4, Mashpee, MA 02649

**Members Present:** Jill Allen, Kevin Shackett and Richard Halpern

**Members Absent:** Lisa Meizinger,

**Others Present:** Leila Botsford, Executive Director

**List of documents and other exhibits used at the meeting and retained at the Authority's office:**

- Minutes of the meeting held November 14, 2019
- Warrants for November 2019
- Budget to Actual report

**DECISIONS MADE/ACTIONS TAKEN ARE IN BOLD**

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The Chair called the meeting to order at 5:00 PM. A quorum was declared with the following members present: Richard Halpern, Kevin Shackett, and Jill Allen. Lisa Meizinger was absent.

**SECRETARY'S REPORT:** Minutes for the meeting held on November 14, 2019 were sent to members before the meeting. **A motion was made by Kevin Shackett and seconded by Jill Allen to accept the minutes as presented. The motion carried. Mr. Halpern abstained.**

**TREASURER'S REPORT & BUDGET UPDATE:** Mrs. Botsford presented the budget to actual report, prepared by the fee accountant and explained any discrepancies. She noted that the Fiscal Year 2020 budget has not been approved by DHCD yet, so the figures on the budget to actual are from Fiscal Year 2019. Once our budget is approved, these numbers will be adjusted. **A motion was made by Richard Halpern and seconded by Kevin Shackett to accept the Treasurer's Report as presented. The motion carried unanimously.**

**EXECUTIVE DIRECTOR'S REPORT & UPDATES:** Mrs. Botsford reported that we still have one vacancy at Breezy Acres that Carol is working hard to fill. CHAMP is still creating several roadblocks to filling units in a timely fashion. Extensions are being requested of DHCD because of this. The person selected for the MRVP Program Representative position accepted the position and then declined at the last minute. New interviews are being set up to hire someone and we hope to have someone on board in January. Mrs. Botsford submitted a request for funding under a special NOFA (Notice of Funding Availability) that DHCD issued for items related to health and safety. \$10,000 was requested to address some items such as minor roof

repairs, tree removal. Mrs. Botsford mentioned that the Open House was cancelled and will be rescheduled once the weather is better and things are more settled.

**OLD BUSINESS:**

A). Management Agreement: Mrs. Botsford reported that things were going fine with the management agreement with Carver for now. She will keep the board updated as things move forward. We are in the process of hiring a maintenance man that will assist with the Carver maintenance needs.

**NEW BUSINESS:** none

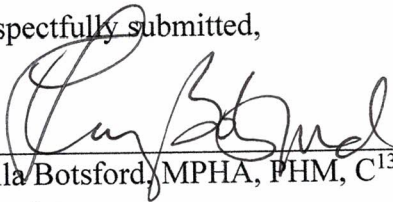
**OTHER BUSINESS:** none

**COMMUNICATIONS/CORRESPONDENCE:** none that hasn't already been mentioned.

**NEXT MEETING:** The next meeting will be Thursday, February 6, 2020 at 5:00 PM unless something comes up before then. We will meet at 766 Falmouth Road, Unit 4A.

**MEETING ADJOURNMENT:** A motion was made by **Richard Halpern** and seconded by **Kevin Shacket** to adjourn. The motion carried. The meeting was adjourned at 5:40 PM.

Respectfully submitted,



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Leila Botsford, MPHA, PHM, C<sup>13</sup>P  
Secretary  
Executive Director