

**MINUTES
OF THE ANNUAL AND REGULAR MEETING
OF THE ROWLEY HOUSING AUTHORITY
Friday, July 6, 2018 @ 9am
Plantation Drive**

PRESIDING: Joseph Perry, Chairperson

RECORDING SEC'Y: Cindy Dunn

COMMISSIONERS PRESENT

Joseph Perry
Mary Ellen MacDonald
Jack Cook

ABSENT:

Kathy Olmsted
Robert Cianfrocca

The meeting was called to order at 9:00 am by Joseph Perry, Chairperson. The Meeting was turned over to Cindy Dunn for the Annual Meeting.

Cindy Dunn opened the Annual Meeting:

Upon motion duly made by Jack Cook, and seconded by Mary Ellen MacDonald, it was **VOTED 3-0: To Elect Joseph Perry, Chairperson.**

Upon motion duly made by Mary Ellen MacDonald and seconded by Jack Cook, it was **VOTED 3-0: To Elect Robert Cianfrocca, Vice Chairperson.**

Upon motion duly made by Jack Cook and seconded by Joseph Perry, it was **VOTED 3-0: To Elect Mary Ellen MacDonald, Treasurer.**

Cindy Dunn closed the Annual Meeting.

The Regular Meeting was called to order at 9:10 am by Joseph Perry, Chairperson.

The Board reviewed the Minutes of the June 1, 2018, Regular Meeting. There were not enough members that attended the June 1, 2018 meeting to approve the minutes. The June 1, 2018 minutes will be tabled until the September meeting.

The Board reviewed the summary of the bills paid for June 2018.

Upon motion duly made by Jack Cook, and seconded by Mary Ellen MacDonald, it **VOTED 3-0: To approve the June bills in the amount of \$28,975.83.**

The Board reviewed the Certificate of Substantial Completion (CSC) and the Certificate of Final Completion (CFC) for the Plantation Kitchen Project.

Upon motion duly made by Jack Cook, and seconded by Mary Ellen MacDonald, it was **VOTED 3-0: To approve the CSC and CFC for a final completed contract amount of \$017,000.**

No RTA report was presented.

There will be no meeting in August. The next meeting was scheduled for September 7, 2018.

There being no further business, and upon motion duly made by Jack Cook, and seconded by Mary Ellen MacDonald, it was unanimously; **VOTED: To adjourn.**

The meeting adjourned at 9:40 am.

Cynthia Dunn, Recording Secretary