Minutes of a Regular Meeting of the Templeton Housing Authority (THA) held on July 8, 2020 at 99 Bridge Street, Baldwinville, MA at 2:00 PM. This meeting was held remotely.

Members Present: Carol Caisse, Secretary; John Columbus, Chair; Diane Moulton; Louise Chaffee

Member Absent:

Others: Paul Teixeira, Executive Director

1. Call to Order: The Templeton Housing Authority’s monthly meeting was held remotely on Wednesday, July 8, 2020. The Chairman called the meeting to order at 2:00 P.M.

2. Approval of Minutes:

.. July 8, 2020: A motion was made by Diane Moulton and seconded by Carol Caisse to approve the minutes of the June 10, 2020 regular meeting. The vote was 4 ayes and 0 nays.

3. THA Membership on Community Preservation Commission board: Held over until August meeting.

4. Approval of Financial Statements:

.. June 2020 financials

.. June 2020 check register/payroll detail

.. July 2020 check register

.. Monthly Operating Expenses – May

.. July 8, 2020: A motion was made by Louise Chaffee and seconded by Carol Caisse to approve the

financial statements. The vote was 4 ayes and 0 nays.

5. Vacancy/Occupancy: Paul reviewed occupancy with the board.

6. Maintenance Work Orders: May 2020 Complete and Incomplete - Board reviewed.

7. Debt write off:

.. July 8, 2020: A motion was made by Louise Chaffee and seconded by Carol Caisse to write of bad debt in the amount of $3259.20. The vote was 4 ayes and 0 nays.

8. Annual Plan – Hearing date 9/9/20: Paul advised the board that the Annual Plan hearing will be held remotely on September 9, 2020.

9. Adjournment:

.. July 8, 2020: A motion was made by Carol Caisse and seconded by Diane Moulton to adjourn the meeting at 2:25 PM. The vote was 4 ayes and 0 nays. The next meeting of the Board of Commissioners is Wednesday, August 12, 2020.