

Item # 4 Award Contract for Security Cameras

Executive Director, Tony Teixeira noted that \$28,000 is budgeted in our 2012 Capital Improvement Fund for security improvements at our Linden Fields Development. The project will replace an older system that is currently in use. Some of the existing infrastructure would be utilized but, for the most part we would be looking at a new state of the art system.

Mr. Teixeira proposed to purchase the equipment directly from the Manufacturer and enter into a contract with the company that handles our Information Technology (Osiris). He noted that Osiris has worked with several area Housing Authorities on similar projects and have received high marks from each of them.

A copy of the proposal submitted by Osiris along with an itemized material list was reviewed with a diagram of the layout. Mr. Teixeira reported that the cameras have infrared technology to see at night and for license plate recognition. He stated that two of the nine cameras will have the ability to move and connect with a mobile device. This will be advantageous for Maintenance Supervisor Dustin Marzinzik to see amounts of snow during storms on his mobile device. Mr. Marzinzik inquired about the location of the cameras and Mr. Teixeira stated that one would be located on a light pole allowing a previously inaccessible building to be monitored and the other on a utility tower.

Commissioner Allen inquired about the storage of the recorded data and whether i-cloud would be used if data was recorded on the device itself. Mr. Teixeira advised that storage would be on the device itself and would likely be comparable or longer than the current capacity which is 3-4 months. Chair Person Chapman commented that the work that Osiris has done for us in previous times has always been successful. Mr. Marzinzik inquired about the wiring and concerns with the lightening arresters. Mr. Teixeira stated that wiring would be done in existing structure.

Commissioner Gjettum made a motion to authorize the purchase of equipment and award the installation contract to Osiris and the motion was accepted with a vote of 5 ayes on 0 nays.

Mr. Teixeira & Mr. Marzinzik commented on the megapixel and how the high tech resolution will be beneficial for clarity purposes.

Item # 5 Operating Software Upgrade

Mr. Teixeira noted that we will soon begin the process of transitioning to a newer version of our existing Public Housing/Section 8 Operating Software. Our vendor notified us about a year ago that the current version would become obsolete at the end of 2014 so we have been planning for this upgrade for some time.

The new version is designed to be more user friendly and also makes enhancements to all of the programs we are currently using. The cost of the upgrade is \$12,307 and will be funded out of the 2013 Capital Improvement fund. A copy of the transition schedule was attached. Mr. Teixeira stated that \$15,000 has been budgeted for this and that we would need an IT person for installation.

Commissioner Allen asked if licensing was included in this amount and if additional hardware would be required. Vice Chair Person O'Barton also inquired about licensing and user training. Mr. Teixeira stated that no additional hardware was needed and the training would be included in the proposed amount. Licensing however is separate and something we already pay on an annual basis. Mr. Marzinzik mentioned that at training program he has seen how this operating system would be beneficial for inspections with a mobile device.

Commissioner Sherman made a motion to accept the Happy Software proposal at \$12,307 which was seconded by Vice Chair Person O'Barton and approved with a vote of 5 ayes and 0 nays.

Mr. Teixeira mentioned how we have been very pleased with this software to date.

Item # 6 Maintenance Supervisor's Report

Maintenance Supervisor Dustin Marzinzik reported that Unit #10 Linden Fields has been refurbished and was occupied with a transfer on December 5, 2013 following a great deal of work. He noted that the previous tenant had occupied this unit for over ten years and this had been an opportunity to replace cove base, heaters and some appliances.

Mr. Marzinzik stated that Unit #4 Linden Fields will be ready for occupancy on 17th of January with another family transferring to a larger unit. Unit #2 Linden Fields will be started the week of the 20th.

Mr. Marzinzik advised that 3 apartments at Water Street will become vacant shortly. Priorities and lease up dates will be assessed as soon as possible. Mr. Teixeira mentioned that some of these vacancies would result in some in-house transfers as well.

Mr. Marzinzik advised the board that he had an Arborist prune some of the trees here at Water Street. The arborist removed an unhealthy pine tree in the rear of the property as well as removing a leader from an otherwise healthy birch tree. He noted that this will prepare his department to be able to keep up with the pruning in-house in the future.

Mr. Marzinzik stated that maintenance has been hit with a few early snow storms. Maintenance was prepared and has not had any significant issues with snow removal. As always, our goal is safety first. Mr. Marzinzik complemented the residents here at Water Street for their cooperation with moving vehicles following a storm. Mr. Marzinzik noted that following some instructions provided to the family units at Linden Fields that

the snow removal has been much smoother. Commissioner Allen suggested sending the families a memo thanking them for their cooperation.

Mr. Marzinzik reported that the Maintenance Department will likely have a new part-time employee in the near future and that they are in the process of hiring an individual. He stated that while our former part-time employee Ken Murray had taken a full time position elsewhere we have been and will continue to keep Ken on the books to supplement when needed. Commissioner O'Barton inquired about the number of hours the new employee would be working. Mr. Marzinzik stated that the position is for 20 hours per week and that the new employee will be versatile based on the needs of the department.

Item #7 Section 8 Manager's Report

In absence of the Section 8 Manager, Mr. Teixeira reported the following figures.

December Unit Totals and Figures:

December:	166 Units	\$ 99,966	Hap (excluding Port Ins)
	1 Port ins		536 Utility Reimbursement
Total	167 Units	\$100,811	Total HAP

Mr. Teixeira noted that following discussions with Commissioner Sherman and the fee accountant that the number of vouchers will be increased to about 169 for the next 4-5 months. Mr. Teixeira noted that additional funding has been proposed with a deadline for approval approaching on the 15th of January. He credited Section 8 Manager Margaret Dooling with success in balancing the number of vouchers and funding.

Item #8 Ten Minute Audience Participation

There were no issues brought up by the audience.

Item #9 Executive Director's Report

Mr. Teixeira reported that the overall budget looks good through the first two months. He explained that we are still waiting to see if the Department of Housing and Urban Development will receive any additional funding as a result of the budget deal that was reached last month. Congress is expected to vote on a final bill sometime next week therefore, we are still waiting to see what the appropriations will be.

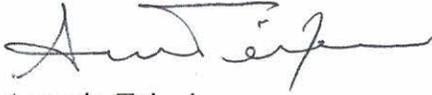
Mr. Teixeira advised that we are currently in the process of calculating the new rents for all Public Housing tenants. We expect to have this completed before the end of January. The new rents will go into effect on March 1st.

Commissioner Sherman complimented the entire staff on the success of the audit and Mr. Teixeira noted that the full report from the auditors should be coming shortly.

Chair Person Chapman made a motion to adjourn seconded by Commissioner Sherman.

The meeting adjourned at 1:43 p. m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person

00700

[

[

[