

Millbury Housing Authority

Minutes

January 24, 2018

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18 FEB 26 AM 9:00
MILLBURY, MASS

Meeting convened at 1:07pm

Present: Frances Gauthier, Veronica Wood, Sherry Forleo, Lucy Chabot

Absent: Gilbert Picard

Others present:

Carole Desantis, Stanley Aurell, Roger Sherby, Ruth Linde, Betty Bruso

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the minutes of the November 15, 2017 meeting with the following correction; the next scheduled meeting will be on January 17, 2018. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the minutes of the November 22, 2017 meeting. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Sherry Forleo to accept the November MRVP Vouchers in the amount of \$1,049.00. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the November Consolidated Vouchers in the amount of \$129,155.10

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the December MRVP Vouchers in the amount of \$1,049.00. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the December Consolidated Vouchers in the amount of \$161,196.58. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the Substantial Completion by Aden Construction. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the Final Completion by Aden Construction. All in favor. Motion carried unanimously.

Correspondence was read and discussed.

Carol Smith informed the Board that Karen Gagliardi didn't attend the meeting because she decided that she was no longer interested in opening a salon in this building, at least at this time.

The Board was very happy with the awnings and the lettering on the office doors and the tenant entrance. Carol stated that because the tenant door is recessed, the lettering was a little more difficult to see. She said that she would like to replace the sign on the building with a sign that will blend with the awnings and lettering and will read 95 Elm with Centerview Apartments below that. All agreed that it was a good idea.

Discussion on parking against the building in the back parking area.

Carole Desantis spoke regarding her medical reasons for requesting a reasonable accommodation allowing her to continue to back into her parking space as she has for the past 15 years. During the discussion she was reminded that she refused a parking spot in the middle lot as a reasonable accommodation. She stated it was because there wasn't always an open space there in the evenings, especially on the week-end. Carol Smith stated that wasn't the reason she gave during her meeting with Carol. At that time she stated that cars were in and out of that lot and she didn't want her car to get hit and that she uses a walker and it wasn't convenient for her. She felt the solution would be to move the Aurell's to another apartment.

Stan Aurell spoke on why he was requesting that Carole, and others who have started to back in, be required to park heading in. He is getting exhaust fumes in his apartment and it is affecting the health of both him and his wife. He stated that through the years it has gotten progressively worse; the condition of the windows, more tenants' backing in, and his wife's worsening health didn't help the situation. He also stated that others on the ground floor are complaining to him, but no one has complained to the office.

Betty Brusio thought that the solution should be that we replace Stan's bedroom window.

Motion by Sherry Forleo, seconded by Lucy Chabot to require all vehicles to pull in to park for the health of the ground floor residents. All in favor. Motion carried unanimously.

Notices will be hung in the elevator, the community room and on the back door. Notices will also be sent to all residents who park in the area and to all residents on the ground floor.

Discussion: Emergency pull cords at Colonial Drive, Pearl Street, and the handicapped units at Centerview. Carol stated that during the maintenance section of the performance review, some pull cords were not working and another pull cord was inaccessible because the tenant put a section of shelves in front of it. Carol Morse discussed these same problems when she did her inspections. Some tenants put pictures in front of the cords because they don't like the looks of them. DHCD recommends that the pull cords be removed, and recommends that we do this during a vacancy reno so the tenant's don't complain. It was decided that because of liability the cords would be removed as we do work orders, and all cords will be removed by the end of the fiscal year.

Motion by Lucy Chabot, seconded by Veronica Wood that all pull cords be removed by the end of the fiscal year. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to close at noon time the last work day before Christmas. All in favor. Motion carried unanimously.

Discussion: The Performance Management Review...The desk review has no findings with the exception of one quarterly report that was submitted by the accountant a few days late. Due dates were changed, and the Board did not meet within the new due date time. There were a few issues in the facilities section. DHCD stated that the maintenance supervisor is responsible for delegating work orders daily. The maintenance mechanics working under him are accountable to him. He in turn will provide the maintenance program manager with completed work orders, and explanations as to why there are incomplete work orders, if that's the case. A report will be given to the director weekly.

There is also a priority of work orders that we will follow. They are:

1. Emergencies
2. Vacancies
3. Preventive Maintenance
4. Programmed Maintenance
5. Requested Maintenance

Tom Austin and Carol Morse will work on creating a preventive maintenance program and a programmed maintenance plan. Carol Smith will review and approve.

Discussion: Director's salary guidelines...Carol informed the Board that the accountant stated that we should go for the entire 10% of the ANUEL and discuss the subsidy if DHCD makes the decision to decrease it. The Board will decide on the amount of the director's increase, within the guidelines, that will be approved. She is presently at a salary that is below the minimum as determined by a recent study evaluating housing authority executive director's salaries with comparable positions in the private sector.

The budget guidelines were discussed briefly. The budget will be discussed further at the next meeting and finalized at the March meeting.

The MASS NAHRO spring conference will be held at the Seacrest Resort in Falmouth from May 20th to May 23rd. Sherry Forleo and Veronica Wood expressed an interest in attending.

Motion by Veronica Wood, seconded by Sherry Forleo to approve the write off of \$9,014.00 in uncollected rent. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 2:25

Next meeting scheduled February 21st

Respectfully Submitted,



Frances Gauthier




Veronica Wood

Gilbert Picard



Carol A. Smith

Sherry Forleo



Lucy Chabot