

Millbury Housing Authority

Minutes

June 20, 2018

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MILLBURY, MASS.

Meeting convened at 1:00pm

Present: Frances Gauthier, Veronica Wood, Gilbert Picard

Absent: Sherry Forleo, Lucy Chabot

Motion by Veronica Wood, seconded by Gil Picard to accept the minutes of the May 16, 2018 meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Gil Picard to accept the May Consolidated Voucher Report in the amount of \$82,310.02. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Gil Picard to accept the May MRVP Voucher Report in the amount of \$1,049.00. All in favor. Motion carried unanimously.

Motion by Gil Picard, seconded by Veronica Wood to accept the Grill Policy as read. All in favor. Motion carried unanimously.

Carol informed the Board that the sidewalk project went out to bid again.

Motion by Veronica Wood, seconded by Gil Picard to offer Carol a five (5) year contract as Executive Director. All in favor. Motion carried unanimously.

Motion by Gil Picard, seconded by Veronica Wood to increase Carol's vacation time from three (3) weeks to four (4) weeks for the duration of the contract. All in favor. Motion carried unanimously.

Motion by Gil Picard, seconded by Veronica Wood to change the Personnel Policy to read that vacation time for the Executive Director is negotiable after the first full year of employment, and at each contract negotiation. All in favor. Motion carried unanimously.

The budget was approved in its entirety without a revision. Carol said that the accountant was surprised because there was a promotion and more than the allocated 5% Increase in that position. The Board said that they were surprised also.

Carol informed the Board that she purchased an iPad for Carol Morse to conduct inspections and for all work orders. Maintenance will also carry iPads and all work orders will be tracked electronically.

Discussion: Capital Plan

Carol explained that she and Barry Nadon went over the capital plan and added projects to include:

95 Elm

- phase 2 fire alarm system
- Remote door opener for both front doors and the ground floor door closest to the original elevator
- Update buzzer system

Pearl Street

- Emergency hall lighting

Memorial Drive

- Tree removal interfering with sewer lines
- Sidewalk repairs
-

21 Forrest Drive

- Deck repair

Discussion: Colonial Drive

Carol informed the Board about the hot water tank that blew and flooded the basement and 3 units in building 4 on Friday, June 15. The entire building had to be evacuated because the electrical panel and the fire alarm system got water damaged. The fire alarm panel was fixed and operating by Saturday evening. The electrical panel has to be specialty ordered and won't be shipped for a week.

Nine of the units should be habitable by Friday, June 29th. It's possible that the units that were flooded won't be habitable until the end of the summer due to the renovations that will need to be completed.

8 tenants, which includes 2 couples, have been housed at a motel in Auburn. Meals on Wheels has been set up to provide lunch for those who cannot travel. Meals can be ordered at the Auburn or Millbury Senior Centers for those who have vehicles. Breakfast is supplied by the motel, and the tenants were told to keep the receipts for any meals that they had to pay for. The rest of the tenants were able to stay with relatives.

Carol read a directive distributed by the regional attorney, Karen Ahlers at the CEDA meeting on June 13th. FLSA requirements do not require overtime pay for nonexempt employees that do not work a 40 hour week. The work week is 40 hours actually worked, and does not include holidays, vacation days, sick days or personal days. We have not followed this policy and Carol said that if we did it now, it would be cutting the maintenance staff off at the knees. We are not the only authority not following this policy. Carol suggested that a more decisive policy be entered into the personnel policy so we will be following our written policy if we are ever questioned.

Motion by Veronica Wood, seconded by Gil Picard to change the Personnel Policy to read that overtime is allowed after working forty (40) hours a week. Forty (40) hours worked includes holidays, sick, personal and vacation days used that week. All in favor. Motion carried unanimously.

Carol informed the Board that due to the flood at Colonial Drive two maintenance personnel worked days that were scheduled for vacation. They will be allowed to use the days in July, and will be recorded as such on their individual time card.

Motion by Veronica Wood, seconded by Gil Picard that all officers retain their current position on the Board for the following year. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Gil Picard to adjourn. All in favor. Meeting adjourned at 2:50pm.

Next meeting scheduled 18th at 1:00pm.

Respectfully Submitted,

Frances M. Gauthier

Frances Gauthier

Veronica A. Wood

Veronica Wood

Gilbert Picard

Carol A. Smith

Carol A. Smith

Sherry Forleo

Sherry Forleo

Lucy Chabot

Lucy Chabot