

Millbury Housing Authority

Minutes

June 21, 2017

17 JUL 24 PM 2:51  
MILLBURY, MASS  
RECEIVED  
TOWN CLERK

Meeting Convened at 1:13pm

Present: Frances Gauthier, Sherry Forleo, Gilbert Picard, Lucy Chabot

Absent: Veronica Wood

Motion by Lucy Chabot, seconded by Gil Picard to accept the minutes of the May 31<sup>st</sup> meeting. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to accept the minutes of the June 8<sup>th</sup> meeting. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to approve the Consolidated Voucher account in the amount of \$151,583.81. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to approve the MRVP Voucher account in the amount of \$508.00. All in favor. Motion carried unanimously.

Carol informed the Board that the Ed, the owner of Zander Corporation, stated that the office renovation should be complete by the end of July and ready for maintenance to paint.

Discussion: Hair Salon

The Board agreed to the items answering the questions posed by DHCD.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the proposal by Karen Gagliardi to renovate, entirely at her expense, the available space next to the laundry room to be used by her, rent free, as a one chair hair salon to provide salon services to any and all of the 667 residents. All in favor. Motion carried unanimously. The housing attorney will be asked to provide guidance in a contract for Karen to sign regarding hours and the condition of the space when and if she no longer is able or willing to continue with the salon.

Carol informed the Board that the new truck is now in service.

Carol informed the Board that Barry from the RCAT team is overseeing the siding project at Colonial Drive.

Motion by Sherry Forleo, seconded by Lucy Chabot to name Carol Smith as Public Records Officer. All in favor. Motion carried unanimously.

Discussion: the bids received for rubbish removal

Motion by Lucy Chabot, seconded by Sherry Forleo to accept the lowest bidder, Casella, to provide rubbish removal services for the next year ending May 31, 2018. All in favor. Motion carried unanimously.

Carol informed the Board that Judy Flynn was out for medical reasons and would probably be returning sometime after the first week of July.

Discussion: the office move...It was decided that the office would close for a week to move the equipment and furnishings. The phone will not be operable for part of that time, but the tenants will be informed, and will be able to reach maintenance using the on call emergency number. If the move can't be coordinated and moved during that one week period the director will notify the Board and authorize additional time for the move.

Discussion: use of the community room...Carol informed the Board that the housing attorney, Karen Ahlers, presented community room usage issues during her annual training session. Carol was instructed to write a policy for community room use to present at the next Board meeting for discussion and vote.

Carol requested that her original request to not complete landlord reference forms with any information other than if the applicant lived in Millbury Housing and if that tenant paid the rent on time be changed to allow her to complete the landlord reference form in its entirety. She explained that in talking with other directors and landlords she realized that if she wanted information from them, she in turn would have to provide information that they requested.

Motion by Lucy Chabot, seconded by Sherry Forleo to allow Carol to fully complete landlord reference forms. All in favor. Motion carried unanimously.

Discussion: accepting cash for rent payments...Carol explained to the Board that Karen Ahlers discussed cash rent payments during her training session. She stated that Karen Ahlers, the attorney from DHCD and the auditors felt that rent should be paid by personal check, bank check or money order. These methods of payment leave a paper trail and cash does not.

Motion by Sherry Forleo, seconded by Gil Picard to adopt a no cash policy for payment of rent. All in favor. Motion carried unanimously.

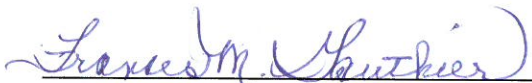
Discussion: volunteer office clerk and volunteer custodian...Carol will check to see if the Town of Millbury would allow the Housing Authority to participate in the "Tax Work-Off" program. If not, Carol will give thought to requesting a volunteer through other means.


Discussion: through exterior wall for rent drop-off. Carol was instructed to check with the Board of Selectman to determine who installed the drop-off box at the Municipal Center. This is something that the housing authority would like to install in the new office space.


The next meeting is scheduled for July 19<sup>th</sup> at 1:00pm.

Meeting adjourned at 2:22pm.

Respectfully Submitted,

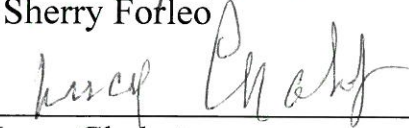
  
\_\_\_\_\_  
Frances Gauthier

  
\_\_\_\_\_  
Veronica Wood

  
\_\_\_\_\_  
Gilbert Picard

  
\_\_\_\_\_  
Carol A. Smith

  
\_\_\_\_\_  
Sherry Forleo

  
\_\_\_\_\_  
Lucy Chabot