

Millbury Housing Authority

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MILLBURY, MASS.

Minutes

July 18, 2018

Meeting convened at 1:07pm

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

Absent: Gilbert Picard

Motion by Veronica Wood, seconded by Lucy Chabot to accept the minutes of the June 20 meeting. All in favor. Motion carried unanimously.

Motion by Frances Gauthier, seconded by Lucy Chabot to accept the minutes of the June 29 meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the June Consolidated Report in the amount of \$167,156.67. All in favor. Motion carried unanimously.

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

Discussion: Carol made the Board aware of the work that needed to be done before a unit at Memorial Drive could be occupied. She applied to her program manager at DHCD for a waiver and it was granted with the stipulation that under the same or similar circumstances a waiver would not be granted in the future. The reasons for this statement were discussed and the Board agreed that Carol was appropriate in her actions.

Discussion: Carol gave an update on the flooding situation at Colonial drive. She also discussed talking with the risk management specialist at DHCD to try to compensate, in some way, all of the tenants that were displaced. A few options were discussed with the specialist and will be discussed further later today.

Discussion: The personnel policy was discussed once again. DHCD wants a copy of the approved policy, and there were mandated policies that needed to be

included, and others that needed to be expanded on. The Board also took this time to make changes in the original policy.

In typing the policy for the Board, Carol neglected to include Christmas Day in the list of holidays. Veronica Wood brought this to her attention and it was added.

Other changes were to funeral leave.

Four days will be granted for the death of a parent, or any relative living in the household as a member of the immediate family.

Three days will be granted for the death of a brother or sister, mother-in law, father-in-law, brother-in-law or sister-in-law.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the personnel policy as it is now written including additions and amendments. All in favor. Motion carried unanimously.

Carol informed the Board that Carol Morse received training on the iPad for inspections and will be using the program for the first time in this building.

Carol informed the Board that a tenant is suing the Authority because she slipped and fell when she was on her way to moving her car, allowing maintenance to plow the parking area, last winter. She was using her walker and refuses to allow any neighbor to move her car for her, as other tenants do. DHCD told Carol to wait and they will contact her regarding what she should do.

Discussion: Capital Plan


Motion by Veronica Wood, seconded by Lucy Chabot to accept the Capital Plan as presented. All in favor. Motion carried unanimously.

Carol informed the Board that bed bugs were discovered in a unit at Colonial Drive. The K9 company will be in on Monday to check the entire building. The exterminator will be here on Tuesday to spray the unit that we're aware of, and any other units that need it. Infested areas will need to be sprayed 3 times.

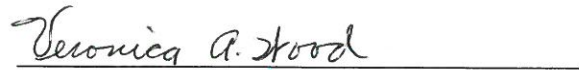
Discussion: Smoking in designated areas on authority property. It was decided to continue to allow this, but if staff is working in any building and is subjected to smoke of any kind, smoking on property may be terminated. Send non-smoking policy that is in the staff personnel policy to all of the tenants.

Motion by Veronica Wood, seconded by Lucy Chabot to adjourn. All in favor. Meeting adjourned at 2:35pm

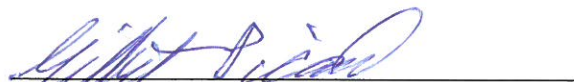
Respectfully Submitted,




Frances Gauthier




Veronica Wood



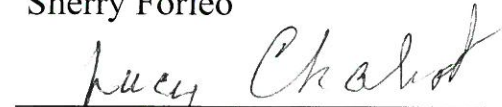
Gilbert Picard



Carol A. Smith



Sherry Forleo



Lucy Chabot