

Millbury Housing Authority

Minutes

August 15, 2018

RECEIVED  
TOWN CLERK  
2018 OCT 22 AM 9:47  
MILLBURY, MASS.

Meeting convened at 1:05pm

All Present

Tenant's Present

Carole Desantis, MJ Aurell, Diana Boucher, Stan Aurell, Bruce Lavigne

Motion by Gil Picard, seconded by Lucy Chabot to accept the minutes of the July 18, 2018 meeting. All in favor. Motion carried unanimously

Motion by Veronica Wood, seconded by Gil Picard to accept the July Consolidated Voucher Report in the amount of \$124,184.03. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Gil Picard to accept the July MRVP Voucher Report in the amount of \$1,043.00. All in favor. Motion carried unanimously.

Carole Desantis spoke on the price of air conditioner installation. The present cost is \$150.00 for both new installations and installing a replacement air conditioner. Carol Smith read the policy that the Board voted on in 2010. She also read a letter sent to all residents in 2007 regarding the installation of air conditioners. Carol explained that the window has to be removed and a smaller window made to fit the space not taken up by the air conditioner. Air conditioners are not standard in size from manufacturer to manufacturer or even year to year with the same manufacturer. Re-installation needs both prep work and finish work. The average time for installation is approximately 4 to 4.5 hours, if one maintenance person is able to install alone. Installation usually requires 2 men. There are also materials to factor in.

Carole Desantis asked why they couldn't have someone else provide the installation. Carol Smith explained the dangers of installing in a low rise building. We can't chance an air conditioner falling and hitting someone or someone's property. If it isn't installed correctly, it can present a problem after installation.

Carole Desantis also stated that maintenance was only in her apartment for 1.5 hours tops. Carol Smith said that she talked to maintenance and was quite sure that it took much longer than that, but that she would check further.

Another tenant stated that installation was free at the housing development, which is a high rise, on Evelyn Street in Worcester. Carol Smith said that she would check into this also.

Veronica Wood asked what Carole Desantis thought was a fair price for installation. She said that \$25.00 was fair. She said that seniors on a fixed income could not afford more. She also stated that all of the living room windows in this building have the smaller windows that are necessary for the installation. Carol Smith said she would check into this also.

Another tenant thought that \$75.00 would be fair. Carol Smith explained that this is a service to the tenant that is not part of regular maintenance duties, and that needs to be taken into consideration.

Veronica Wood stated that the Board would take it under advisement and the Fran Gauthier agreed that it would be decided at the next meeting.

Carol Smith informed the Board that she abated the rent for all of the displaced tenants at Colonial Drive for the length of time they were displaced. There wasn't anything she could do in regards to providing a stipend towards their food expense. She also stated that she had to pay interest for the motel charge on her personal credit card, and she did provide food money for 2 tenants who did not have enough money to eat the last week and a half that they were displaced.

The Personnel Policy and the Executive Director's contract were sent to be received by DHCD on August 1.

Carol Morse was having problems using the iPad for inspections. Apparently the software company installed a model program in her iPad by mistake. It has been corrected and she should not have any additional problems. Carol Smith will order the iPads for maintenance this week.

The K9 inspection was completed and the only problem was with the original apartment that received another extermination on August 14<sup>th</sup>. Live bugs were still found in very specific areas and another extermination is scheduled for September 4<sup>th</sup>. The exterminator thinks that this will take care of the problem.

Motion by Veronica Wood, seconded by Sherry Forleo to write off bad rent debt in the amount of \$3,620.34.

Pet deposits were discussed and it was decided that we would no longer charge a pet deposit.

Motion by Veronica Wood, seconded by Sherry Forleo to abolish the pet deposit policy, return every deposit that we presently hold, and charge tenant damage as stated in the lease if the pet causes damage in the unit. All in favor. Motion carried unanimously.

Carol Smith informed the Board that she might be on vacation in September, instead of November-December as usual, because a staff member may have to have surgery and will be out of work for a while. She stated that she will keep them informed and will make sure that the tenant's know if the meeting date changes.

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

Meeting adjourned at 1:55pm

Tentative date for next meeting is September 19.

Respectfully Submitted,

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

*Veronica A. Wood*  
\_\_\_\_\_  
Veronica Wood

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

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

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

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