

Millbury Housing Authority

Minutes

October 17, 2018

Meeting convened at 1:07pm

Present: Sherry Forleo, Veronica Wood, Gil Picard, Lucy Chabot

Absent: Frances Gauthier

Tenants Present: Stan Aurell

Motion by Sherry Forleo, seconded by Gil Picard to accept the minutes of the August 15, 2018 meeting. All in favor. Motion carried unanimously.

Motion by Motion by Gil Picard, seconded by Lucy Chabot to accept the August Consolidated Voucher Report in the amount of \$95,514.83. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Sherry Forleo to accept the August MRVP Voucher Report in the amount of \$973.00. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to accept the September Consolidated Voucher Report in the amount of 101,942.86. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Gil Picard to accept the September MRVP Report in the amount of \$973.00. All in favor. Motion carried unanimously.

Correspondence was read. Lucy stated that it is nice when tenant's take the time to write with complements and not just complaints.

Carol read a resignation letter from Judy Flynn who is retiring December 28, 2018. Carol is changing the name of the position from administrative assistant to administrative programs manager. She is also working on a new job description. Hopefully there will be time for Judy to train her replacement. Carol Morse is

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going to be trained in some of Judy's duties and will be able to help with training Judy's replacement.

The fee for air conditioner installation at Elm Street was discussed. Carol read an email that she sent to Lisa Taylor stating why she believed that an air conditioner is not considered an amenity. Considering that the salary of the maintenance department has increased since the original policy was instituted in 2010, and the cost of materials has also increased, the Board stated that if they were going to change the fee it would increase, not decrease. After discussion it was decided that because of the income level of the population in housing it was decided to remain with the present policy and not charge a higher fee.

Motion by Sherry Forleo, seconded by Lucy Chabot to continue with the present air conditioner policy, at this time, which states a fee of \$150.00 for installation of a new air conditioner and again each time the air conditioner must be replaced. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept A Cut Above Landscaping, the low bidder of the wall replacement Project, # 18608. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to accept the Substantial Completion Certificate for Gil-Den Inc. for the sidewalk repair/replace project #186083 at Colonial Drive. All in favor. Motion carried unanimously.

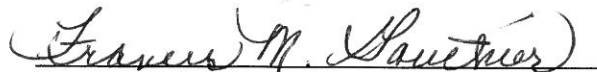
Motion by Lucy Chabot, seconded by Sherry Forleo to accept the Final Completion Certificate in the amount of \$30,000 to Gil-Den for the sidewalk repair/replace project #186083. All in favor. Motion carried unanimously.

Discussion: the third Wednesday in November is the day before Thanksgiving. The Board asked Carol to check with Tom Joy to see if he would have the year-end reports ready for November 14, if not is November 28 too late. The Board would prefer not to meet the day before Thanksgiving.


Motion by Sherry Forleo, seconded by Lucy Chabot to adjourn.

Meeting adjourned at 2:14pm

Respectfully Submitted,




Frances Gauthier



Veronica Wood




Gilbert Picard



Carol A. Smith



Sherry Forleo



Lucy Chabot