

Millbury Housing Authority

Minutes

November 15, 2017

1:00pm

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MILLBURY, MASS

Meeting convened at 1:09pm

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

Absent: Veronica Wood

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the minutes of the October 18th meeting. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the October Consolidated Vouchers in the amount of \$76,543.05. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Gil Picard to accept the October MRVP Vouchers in the amount of \$1,049. All in favor. Motion carried unanimously.

Carol updated the Board on the last extermination. Nothing live was seen and the K9 will be in on December 6 to check.

The overnight rent box will be started after the first of the year.

The Board liked the lettering on the doors and the few tenants that were at the meeting requested that we put lettering on the front entrance to the apartments. I agreed that it was a good idea and it will get done.

Carol read the letter from Sarah O'Leary, Esq. regarding the proposed hair salon. Motion by Sherry Forleo, seconded by Gil Picard to send a copy of the letter to Karen Gagliardi to see if she still wants to proceed. Carol stated that it would be a lot of additional work for her and would more than likely take a long time and she doesn't feel that she has the time to work on it.

Motion by Lucy Chabot, seconded by Gil Picard to approve the change order for Aden Construction in the amount of \$1,330.00. All in favor. Motion carried unanimously.

The Board signed the Certification of the Top 5 Compensation Form, The Fiscal Year End Certification, and the Certification of Compliance with Notification Procedures for Federal and State Lead Laws.

The Board reviewed the Profit and Loss Statement, the Quarterly Statement, and the Balance Sheet.

The Capital Plan projects starting 7/18 and ending 6/30/19 were presented. The projects approved are:

- Retaining wall replacement at the corner of Pearl and Maple Streets
- Replacement of the sewer line section at 10 Colonial Drive
- Installation of the new sewer line connecting to the town sewer system at 230 West Main Street
- Installation of Bollards at Burbank Road

The elevator project is an award from DHCD, and is not included in the Capital Plan. The siding project at Colonial Drive is in progress.


The Board decided not to have a meeting in December unless an emergency arises. The next scheduled meeting will be on January 1, 2018.

Meeting adjourned at 1:45pm

Respectfully Submitted,




Frances Gauthier



Veronica Wood

Gilbert Picard



Carol A. Smith



Sherry Forleo



Lucy Chabot