

Millbury Housing Authority

MINUTES

TOWN CLERK
12 MAR -5 PM 1:18
MILLBURY, MASS

Date: January 11, 2012

Time: 10:00 A.M.

Present: Barbara Blavackas, Frances Gauthier, Veronica Wood, Lorraine Hayes, Mary Krumsiek

Absent: None

The Chairman called the meeting to order at 10:05 A.M.

Lorraine Hayes made a motion to approve the minutes of the December 7, 2011 meeting. Frances Gauthier seconded the motion. All in favor. Motion passed unanimously.

Frances Gauthier made a motion to approve the Program 40001 Consolidated Account December 2011 vouchers in the amount of \$80,695.20. Veronica Wood seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion to approve the MRVP December 2011 vouchers in the amount of \$15,585.25. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

The vacancy report for the period 1/1/11 through 12/31/11 was reviewed. Janet explained that vacancies were averaging about 30 per year and pointed out to the Board members that she felt the maintenance department personnel had done an admirable job to prepare that many apartments in 2011. This was especially noteworthy as preparation of vacant apartments is not all that the maintenance department has to do. They are on call for after hour's emergencies, take care of work orders on a daily basis, maintain the buildings and clear snow and ice in the winter and tend to lawns and shrubs in the summer.

The repair of damage in various developments due to the wind/hail storm of May 2009 was discussed. All the work has been completed at this time, with the exception of moving some electrical wires in the Pearl Street Development. Vareika Construction has been the main contractor for these repairs and while the work has gone well, there have been some issues that arose during the two and one half years it has taken to get to the job done. In some cases the quality of work has been disputed and carelessness with some equipment and how it was used was also an issue a few times.

Janet informed the Board that the Capital Improvement Plan has been approved and went over the projects that have been completed and those that will be undertaken next.

The Department of Housing and Community Development has issued revised Budget and Salary Certifications to be signed by the Board Members. These Certifications will replace the ones signed at our last meeting on December 7, 2011. The new Budget and Salary Certifications were signed by the Board and will be forwarded to the Department of Housing and Community Development by January 31, 2012, as they requested. DHCD added an additional Certification for Year End Financial Statements. The Board has not reviewed the year-end financial statements as yet. The statements will be reviewed at the February 8th meeting and certification will be forwarded to DHCD.

There being no further business, Frances Gauthier made a motion to adjourn the meeting. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

Respectfully submitted,

Janet L. Cassidy
Janet Cassidy, Secretary

Barbara F. Blawie pres
Frances M. Gauthier
Lorraine M. Hayes
Mary Hummel
Veronica A. Hood