

Millbury Housing Authority

Minutes

February 15, 2017

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MILLBURY, MASS.

The meeting convened at 2:45PM

All present

Motion by Lucy Chabot, seconded by Veronica Wood to accept the minutes of the January 18, 2017 meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the January MRVP Vouchers in the amount of \$816.00. All in favor. Motion carried unanimously.

Discussion on the absence of the Consolidated Vouchers. Carol stated that the fee accountant had to sit down with her to show her how to enter the information in the journal. He will be at the authority next Tuesday, February 21, 2017. The Vouchers from January and February will be available at the next Board meeting.

Motion by Gilbert Picard, seconded by Lucy Chabot to accept Zander Corporation of Middleboro, MA as the low bid contractor for the office renovation project FISH #186077. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Gil Picard to approve the change order in the amount of \$4,044.56 submitted by M-V Electrical and Nangle Architects for the following:

Wire and install 3 local visual strobes

Troubleshoot tripped zones, replace smoke detectors

Troubleshoot open/short circuited NAC, correct; Remove center horn-strobes on floors G, 2, 3, and 4

All in favor. Motion carried unanimously.

Carol read the award letter from DHCD regarding the Capital Improvement Plan submitted for 2017. She made the Board aware that the project for the disabled tenant unit has been cancelled because the tenant no longer wants the reasonable accommodation.

Carol informed the Board that she received two bids on the old truck. One bid was for \$100.00 and the second bid was for \$200.00. The truck was sold for \$200.00.

The Board discussed the maintenance hours that were changed from 7:30am to 4:00pm on a trial basis at the request of maintenance staff. There hasn't been any tenant issues with the new hours, but Carol realized during the bed bug exterminations that the company ran overtime. In thinking about the projects coming up the same thing will happen. Carol also mentioned that Tom Austin mentioned that contractors could be "locked in" at 3:30 and would then work until their end of day. Fran Gauthier asked why they hours were changed temporarily. Carol said that the maintenance staff wanted to end their work day earlier and she agreed to a trial period. Veronica Wood asked about the person who was on call and how frequent it was. Carol explained that the on call person was on every third week. Veronica stated that the on call person could come in later and work later. That would leave each maintenance person 1 week every third week to work a different schedule. She also said that to make it less confusing it would be a regular routine. The time would be either 7:30am to 4pm or 8am to 4:30pm. The Board was agreeable to this if this was acceptable to Carol and to the maintenance staff. If not, the hours would revert back to 7:30am to 4pm for all maintenance staff.

Carol informed the Board that the elevator project has been placed on hold until possibly December of 2018, although it might be earlier.

A discussion on burning candles, incense and other flammables in the units. The Board agreed that not only were open flames, cinders, ashes and flammables dangerous for fires, but the smoke can be harmful to other tenants.

Motion by Veronica Wood, seconded by Gilbert Picard to ban all candles, incense, and any other flammables from all Housing Authority units and community space. All in favor. Motion passed unanimously. This policy will be included in a lease addendum.

Carol distributed information on the mandatory Board training issued by DHCD.

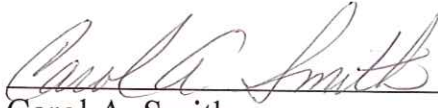
The dogs will be in next week to hopefully conduct one last sniff for bedbugs.

It was decided that the Board will meet on the third Wednesday of the month at 1:00pm to see if this is a more convenient time for all members and the director.

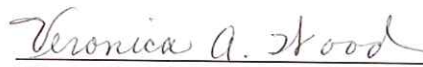
Motion by Veronica Wood, seconded by Gilbert Picard to adjourn. All in favor.
Motion passed unanimously.

Meeting adjourned at 3:30pm


Respectfully Submitted,



Carol A. Smith



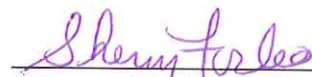
Veronica Wood



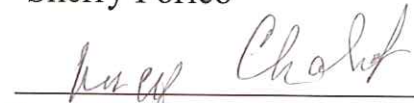
Gilbert Picard



Frances Gauthier



Sherry Forleo



Lucy Chabot