

Millbury Housing Authority
Minutes

Date: February 17, 2015

Time: 2:30PM

Present: Veronica Wood, Allysa Marlborough, Sherry Forleo

Absent: Frances Gauthier, Lorraine Hayes

Assistant Treasurer called the meeting at 2:20PM

Allysa Marlborough made the motion to accept the minutes of the meeting on January 14, 2015. Sherry Forleo seconded the motion. All in favor. Motion carried unanimously.

Allysa Marlborough made the motion to approve the January 2015 Consolidated Account Vouchers in the amount of \$133,309.50. Sherry Forleo seconded the motion. All in favor. Motion carried unanimously.

Allysa Marlborough made the motion to approve the January 2015 MRVP Vouchers in the amount of \$10,639.70. Sherry Forleo seconded the motion. All in favor. Motion carried unanimously.

We received approval from DHCD for Phase 11 of the tub surrounds at Memorial Drive, the window replacements at Pearl Street and the ADA ramp at the Pearl Street Community Room.

We are waiting for clarification from DHCD because the allocated funds for the tub surrounds is \$50,820 and the Nault Architects Inc. estimates the work at \$55,000.

The windows have allocated funding for \$37,400 and Nault Architects estimates the work at \$34,050.

If the numbers can be moved, this will still leave us with approximately \$830 under the total allocation.

Carol has her last training seminar for certification on Friday, February 20 in Franklin.

The Capital Improvement Assessment was re-scheduled a few times due to the snowstorms. It was finally completed on Thursday, February 12. The assessment

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was not at all as we anticipated, and was mainly to be used as a tool to update the capital improvement list for DHCD.

The Solar project is moving along nicely, but was put on hold for a week because of the snowstorms. Betsy Harper, Sustainability Program Coordinator, and John Donohue, Staff Engineer from DHCD visited the site on February 5th and were very impressed with the work. Betsy took a lot of pictures to document the installation of the solar panels and the documentation will be used to verify the validity of the project.

The Generator Project is moving much slower. It is Carol's understanding that the company billed for work that was not completed. Nault Architect Inc. was aware of the problem and they were on top of it.

Veronica Wood made the suggestion that the Board write a letter to DHCD at the close of the project regarding our displeasure with the contractors who were responsible for the project.

The 27 Forest Drive Re-occupy Project has been approved by DHCD, but we haven't received the contracts. Candy Tempesta, Contract Specialist with DHCD, is checking into this because she signed the contracts in January and they should have reached us at this point.

Allysa Marlborough made a motion to reimburse Attorney Karen Ahler \$10 that she spent for court copies for an applicant's court history.

Carol informed the Board that the office has closed for three snow days.

When Betsy Harper was here we discussed alternate heat for the congregate building. She will look into available funds and heating sources. She mentioned geo thermos heat and Veronica mentioned Bio heat. We will discuss this more when Betsy gets back from medical leave in mid-March or April.

Betsy also said that she could pay for new thermostats in congregate that could not be turned higher than what we set them. She asked me to let her know how many and of what voltage we need.

The next meeting will be held on Tuesday, March 10th at 2:30PM.

Sherry Forleo made the motion to adjourn. Allysa Marlborough seconded the motion. All in favor. Motion carried unanimously.

Meeting adjourned at 3:00PM

Respectfully Submitted,

Carla A. Smith

Shirley Lee

Lorraine M. Hayes

Veronica A. Hood

Wynne MacBrough
