

Millbury Housing Authority

Minutes

March 8, 2016

Time: 2:30pm

Chair called the meeting at 2:35pm

Present: Frances Gauthier, Veronica Wood, Alyssa Marlborough, Sherry Forleo who arrived at 2:44.

Absent: Lorraine Hayes

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the February minutes. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the February Consolidated Account Vouchers in the amount of \$ 126,977.59. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Veronica Wood to accept the February MRVP Vouchers in the amount of \$1,453.00. All in favor. Motion carried unanimously.

Carol Smith read the correspondence from DHCD requiring all Board members to provide DHCD with their address and a private email address. The letter stated that Board training was going to be offered online, and that training is mandatory.

Motion by Veronica Wood, seconded by Alyssa Marlborough to approve the Certificate of Substantial Completion for payment to Boston Insulation Corp. for the Tub Surround Project phase 2 at Memorial Drive in the amount of \$40,850.00. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Sherry Forleo to approve the Certificate of Substantial Completion for payment to Nationwide Construction Company for the Window Replacement Project phase 2 at Pearl Street in the amount of \$40,090.00. All in favor. Motion carried unanimously.

RECEIVED
TOWN CLERK
16 APR 19 AM 10:01
MILLBURY, MASS.

Carol Smith updated the Board on the progress of the Secondary Conductor Relocation Project at Pearl Street. The project will start 3/8 and conclude on 3/9, weather permitting.

The Board discussed the No Smoking policy. Carol Smith reported that she received 92 surveys back. There were 68 residents in favor of a no smoking policy and 24 residents against a no smoking policy. Tina Grosowsky, Project Coordinator at UMASS and Attorney Chris Banthin who works with the Public Health Advocacy Institute will present a meeting on why a no smoking policy is so important. Each of the senior developments will host a meeting and the residents at Memorial Drive and the scattered sites will be invited. The meeting will be in April, but a definite date hasn't been set. There is no cost to the Authority for the assistance of Tina and Chris.

Carol Smith updated the Board on the progress of the office move. Nault Architects sent the first drawing and it has been approved with a few changes. As soon as the changes are made and a new drawing is presented, the Nault will draw up the scope to go out to bid.

The Fire Alarm project will be designed and go out to bid after it is determined if there is asbestos in the walls and/or ceilings at 95 Elm Street. Gary Nangle the designer is coming on Monday with Ken Menzes to conduct a hazardous waste test. They will go into 3 units in different sections and different floors of the building.

The personnel policy was discussed at length. It was questioned whether 5 weeks vacation after 20 years was too liberal. The general consensus was to accept the time as stated in the policy.

It was questioned whether 3 personal days a year was sufficient, or if it should be increased to 5 personal days a year. The general consensus was to accept the time as stated in the policy.

It was questioned whether sick time could be used for scheduled doctor or dentists visits. There was a lot of discussion regarding this issue. Carol Smith stated that although it wasn't written that way in the previous policy, Janet Cassidy always allowed it. Carol changed the policy to reflect what was actually happening with sick time and how it was being used. She also stated that long term staff members who were accustomed to using sick time for scheduled doctor and dentist visits were very resistant to changing that unwritten policy.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the new wording that will allow sick leave to be used for doctor and dentist appointments.

All opposed. Unanimous.

Carol Smith read her disclosure regarding the Conflict of Interest Law.

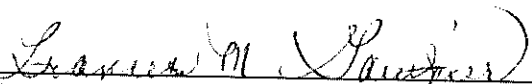
Sherry Forleo spoke regarding the Master Plan Committee. She talked to the residents who were in the room about a meeting scheduled at the senior center on March 15th at 7:00pm, asking them to attend if they were interested in what planning could be developed in the area of South Main Street, Main Street and Elm Street. She said that transportation would be provided to seniors who needed it. One of the residents stated that there were seniors who found it extremely difficult to use the senior van. She also stated that Laurie Connors agreed that a meeting would be held in the community room at 95 Elm Street. Sherry agreed that this was a good idea and that she would discuss it with the committee. Carol Smith offered to post the meeting notice in all community rooms and laundry rooms in each development.

Motion by Veronica Wood, seconded by Alyssa Marlborough to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 3:45.

Next meeting scheduled April 12, 2016 at 20pm.

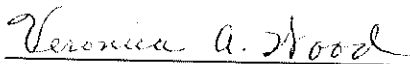
Respectfully Submitted,



Frances Gauthier

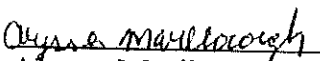


Carol A. Smith



Veronica Wood

Lorraine Hayes



Alyssa Marlborough



Sherry Forleo