

Millbury Housing Authority

MINUTES

Date: March 10, 2015

Time: 2:50PM

Present: Veronica Wood, Lorraine Hayes, Alyssa Marlborough, Sherry Forleo

Absent: Frances Gauthier

The Treasurer called the meeting at 2:50pm

Motion by Sherry Forleo, seconded by Lorraine Hayes to approve the minutes of the regular meeting held on February 10, 2015. All in favor. Motion carried unanimously.

Motion by Lorraine Hayes, seconded by Alyssa Marlborough, to approve February 2015 Consolidated Account Vouchers in the amount of \$80,439.71. All in favor. Motion carried unanimously

Motion by Alyssa Marlborough, seconded by Sherry Forleo, to approve the February 2015 MRVP Vouchers in the amount of \$1,465.00. All in favor. Motion carried unanimously.

Carol Smith informed the Board that she completed all of the required training and passed all of the related exams and is now certified as a Massachusetts Public Housing Administrator. She had one year from date of hire to receive her MPHA and completed the requirements in 4 months.

The Capital Assessment Team agreed that our fire detection equipment is outdated and should be replaced when additional Formula Funding is available.

The Solar Project has been completed. Carol stated that the project went very well. The work crew and supervisor worked in frigid and extremely windy weather. Communication was constant and any of the crew who worked within the confines of the office were very professional and unobtrusive. Carol sent an email to the project manager with her thoughts.

A discussion regarding the generator project was held. It was decided that Carol Smith would write a letter to DHCD stating our dis-satisfaction with the project

RECORDED
TOWN OF MILLBURY
15 APR 17 AM 9:30
MILLBURY MASS

timing and lack of communication with Methuen Construction. The letter will be signed by the Board of Commissioners.

The kick-off meeting to re-occupy 21 Forrest Drive was held. Tom Boyer realized during the meeting that he has worked with ACRON Construction in the past and had only good words to say about them. Carol gave them the Notice to Proceed on March 5. They anticipate completing within 75 days.

Carol passed out directions to the Board regarding where to complete the Ethics exam that must be completed every 2 years. She asked them to complete them before the next meeting so they can give her their completed certifications.

Motion by Alyssa Marlborough, seconded by Sherry Forleo to close on the property at 256 North Main Street. The closing is scheduled on Thursday, March 12. All in favor. Motion carried unanimously

A discussion was held regarding the possibility of moving to 10 Colonial Drive. We would move into the former day health area. We have outgrown our present space, and there is a disturbing lack of privacy and Carol fears confidentiality breaches. Carol has emailed our Housing Specialist, Aaron Beineke, at DHCD and he thinks that it's a good idea, but will check with other personnel there. Veronica asked how much it would cost. Carol has not investigated this, but she did say electrical work and some plumbing would be necessary. Cosmetic work could be done by our maintenance crew. All is on hold until we get the approval by DCHD.

The tenant parking situation was discussed. We are presently renting 5 spaces from Gianni Romeo. The spaces are not guaranteed and our tenants do not always have access to them. He has also complained, and sent pictures of cars parked in his lot. Carol has provided parking stickers to the 14 cars that park against our building and the 5 cars that park in Mr. Romeo's lot. The remainder of the cars must find other parking. The owner's of Van Go Graphics have offered us parking spots also but we would have to petition the town to enforce the right of way in front of their business. This would gain us 7 additional spots. Veronica Wood mentioned that maybe all tenant's should make arrangements and pay for their own parking. Alyssa Marlborough stated that if we are paying Mr. Romeo for 5 parking spots our tenants should have designated spots to park. This discussion was tabled for the next meeting.

Motion by Alyssa Marlborough, seconded by Lorraine Hayes to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 3:55pm

Francis M. Satchers

Veronica A. Hood

Lorraine M. Hayes

Sherry Lee

Respectfully Submitted,

Carole Smith