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Millbury Housing Authority

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Minutes

MILLBURY, MASS.

May 11, 2016

Time: 2:45

Chair called the meeting at 2:57pm

Present: Frances Gauthier, Veronica Wood, Alyssa Marlborough, Sherry Forleo

Absent: 0

Motion by Veronica Wood, seconded by Sherry Forleo to accept the April minutes. All in favor. Motion carried unanimously

Motion by Sherry Forleo, seconded by Alyssa Marlborough to accept the April Consolidated Account vouchers in the amount of \$159,070.69. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the April MRVP Vouchers in the amount of \$1,453.00. All in favor. Motion carried unanimously.

Discussion: The no smoking meetings. Carol Smith discussed the three meetings and some of the issues that were brought up by the tenants. She also stated that Tina Grosowsky Program Coordinator at UMASS is going to schedule another meeting next month to discuss the different smoking cessation programs and tips for tenants who want to quit smoking.

Discussion: Vacation policy. Motion by Veronica Wood, seconded by Sherry Forleo to change C. Absences From Work, number 2. Vacation Leave- section b. to read For service on one (1) year and up to and including five (5) years of service completed, vacation leave of two (2) weeks. Section c. to read For service of the sixth (6) year completed up to and including ten (10) years of service completed, vacation leave of three (3) weeks. Section d to read For service of the eleven (11) years of service completed up to and including twenty (20) years of service completed, vacation leave of four(4)weeks. Section e to read For service of twenty one (21) years completed, and thereafter,

vacation leave not to exceed five (5) weeks. All in favor. Motion carried unanimously.

Discussion: Grievances. Motion by Veronica Wood, seconded by seconded by Alyssa Marlborough to delete Section IV Grievances, Discipline and Restrictions A. Grievances If the employee is not satisfied with the Director's decision, they may appeal it to the Board of Directors who will act on it at the next scheduled meeting or within a reasonable amount of time.

Discussion: Discipline. Motion by Veronica Wood, seconded by Alyssa Marlborough to change B Discipline to If an employee's behavior is considered to be serious, the Executive Director will begin with a more serious form of discipline, up to and including termination. All in favor. Motion carried unanimously. The Board feels that they are the policy makers and should not be involved with employee discipline.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Personnel Policy as amended at this meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Travel Policy as amended. All in favor. Motion carried unanimously.

Election of officers will be held at the next meeting.

Carol Smith discussed the contract breach with Santa Buckley. She also read the letter that she wrote to them. She apologized for her mistake and was assured that we all make them.

Carol was instructed to contact Jayne Davolio to ask her whether or not we have to advertise the Board opening.

Motion by Alyssa Marlborough, seconded by Veronica Wood to decline the presentation by the Energy Advisory Group. All in favor. Motion carried unanimously,

Motion by Veronica Wood, seconded by Sherry Forleo to accept the one year contract with Power Products for routine maintenance of the generator. All in favor. Motion carried unanimously.

Sherry Forleo stated that she wants to attend the Board training session at the conference. Carol Smith will make the reservation tomorrow.

The next meeting is scheduled for Wednesday, June 15<sup>th</sup>.

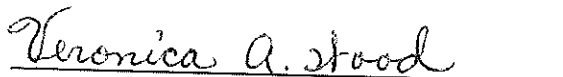
Motion by Alyssa Marlborough, seconded by Sherry Forleo to adjourn. All in favor.  
Motion carried unanimously.

Meeting adjourned at 3:30pm

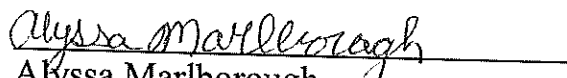
Respectfully Submitted,

  
\_\_\_\_\_  
Frances Gauthier

  
\_\_\_\_\_  
Carol A. Smith

  
\_\_\_\_\_  
Veronica Wood

\_\_\_\_\_  
Lorraine Hayes

  
\_\_\_\_\_  
Alyssa Marlborough

  
\_\_\_\_\_  
Sherry Forleo