

Millbury Housing Authority

Minutes

Date: May 14, 2015

Time: 2:30

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MILLBURY HOUSING AUTHORITY

The Chair called the meeting at 2:37pm

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

Absent: Lorraine Hayes

Lorraine Hayes came in about 2:50pm

Motion by Veronica Wood, seconded by Sherry Forleo to approve the minutes of the regular meeting held on April 14, 2014. All in favor. Motion carried unanimously. *CF*

Motion by Sherry Forleo, seconded by Alyssa Marlborough to approve the April Consolidated Account Vouchers in the amount of \$276,456.17. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Alyssa Marlborough to approve the April MRVP Vouchers in the amount of \$1,445.00. Motion carried unanimously.

Carol informed the Board that the generator project is still not complete. The stack that was installed on the back of the building is covering some of the vents. The architect was notified and Methuen Construction was advised to move the stack in the correct spot and to fill in any holes that were made. Carol also stated the elevator is finally hooked into the generator.

Carol informed the Board that the Forrest Drive project is complete. AKRON was a great company to work with.

Carol discussed the possibility of working with SMOC to modify the first floor 3 bedroom unit into a 2 bedroom ADA unit sharing kitchen, bath, and living room.

Carol will ask Tom Boyer for his opinion.

She will also discuss the unit with DHCD personnel at the conference to see if there might be any modernization money available to rehab this unit and keep it as a 3 bedroom.

The Town Clerk tried to print Alyssa's ethics certification, but it wouldn't print. She will continue to try to get it printed and Alyssa will drop it off at the office.

We are waiting for MaxPipes to forward the signed contract for the toilet installation project.

BidDocs has posted the information for bidding on Phase 2 of the windows and tub surround project. The ad was also placed in the Worcester Telegram and Gazette.

Carol presented the Board with the 5 trash removal bids. The lowest bidder is Casella Waste Management, our present contracted company, and the Board decided to go with them after discussion as to the problems or lack of problems that we've had with them.

Motion by Veronica Wood, seconded by Sherry Forleo to accept Casella Waste Management as our trash hauler for the contract year 6/1/2015 to 5/31/2016. All in favor. Motion passed unanimously.

Discussion: 4 staff have accrued vacation time that is not in compliance with the present Personnel Policy. There have been many past emergency situations that would not allow staff to use their earned time. The Board understands this and is agreeable to add a temporary addendum to Section II, Basic Employment Information, C. Absences From Work, 2 f. Vacation Leave, of the Personnel Policy.

Motion by Veronica Wood, seconded by Sherry Forleo to add an addendum to Section II, C., 2f, to state that accrued time must be used at the rate of 2 weeks yearly, in addition to the earned vacation of that same year, until all of the accrued time is used, which should be in 5 years or less. Any time not used according to this addendum will be forfeited at the end of the fiscal year. Vacation time can accrue 1 week per year, to be used in the next fiscal year, until the 5<sup>th</sup> year of employment. You will not be allowed to accrue vacation time after your 5<sup>th</sup> year of employment. All in favor. Motion passed unanimously.

Discussion: Office hours are not in compliance with the Personnel Policy. The administrative office is presently open from 8:00am to 4:00pm with the Administrative Assistant working 40 hours. It is Carol's understanding that this was done during a time of emergency when additional time was necessary. This position is the only administrative position scheduled to work 40 hours. The discussion involved changing the hours from 8:00am to 4:00pm and opening 40 hours weekly, changing the hours from 8:00am to 3:30pm or leaving the hours as they are; 8:30am to 4:00pm.

Motion by Alyssa Marlborough, seconded by Lorraine Hayes to amend Section 11, A. to change the office hours to 8:00am to 3:30pm. All in favor. Motion carried unanimously.

Discussion: Section II, Basic Employment Information, B. Changing full time hours from 37.5 to 35 hours weekly.

Motion by Veronica Wood, seconded by Alyssa Marlborough to change full time employment hours to 35 hours weekly. All in favor. Motion passed unanimously.

Discussion: Section II, Basic Employment Information, A. Work Week Requirements. Lunch hours and relief breaks. After discussion it was decided that the office will be closed for a 1 hour paid lunch break. One half hour of this break will be in office unless there are extenuating circumstances requiring a full hour out of the office. Maintenance hours would remain the same.

Vote not taken. Will be brought up for vote at the next meeting.

Carol distributed copies of the Board Attendance Report she sends to DHCD monthly.

#### Election of Officers

Veronica Wood nominated Frances Gauthier as Chairman. Nomination seconded by Sherry Forleo. No other nominations. All in favor. Nomination passed unanimously. Frances Gauthier named Chairman.

Sherry Forleo nominated Veronica Wood as Vice Chairman. Nomination seconded by Alyssa Marlborough. No other nominations. All in favor. Nomination passed unanimously. Veronica Wood named Vice Chairman.

Sherry Forleo nominated Lorraine Hayes as Treasurer. Nomination seconded by Veronica Wood. No other nominations. All in favor. Nomination passed unanimously. Lorraine Hayes named Treasurer.

Motion by Veronica Wood, seconded by Lorraine Hayes to approve the 705-1 change order for 21 Forrest drive in the amount of \$3,558.40. All in favor. Motion passed unanimously.

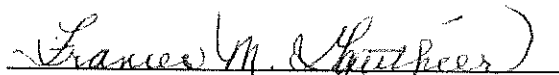
Motion by Sherry Forleo, seconded by Alyssa Marlborough to approve the 705-1 Certificate of Substantial Completion for 21 Forrest Drive. All in favor. Motion passed unanimously.


Carol read correspondence from the Millbury Conservation Commission regarding a public hearing for a distribution line training facility by New England Power Company.

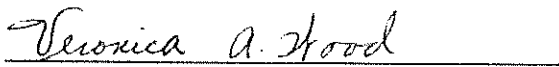
Motion by Veronica Wood, seconded by Lorraine Hayes to convene. All in favor. Motion passed unanimously.


Meeting convened at 4:20pm

Respectfully Submitted,

  
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Frances Gauthier

  
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Carol A. Smith

  
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Veronica Wood

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

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

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Sherry Forleo