

Millbury Housing Authority

Minutes

May 31, 2017

1:00pm

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MILLBURY, MASS

Meeting convened at 1:03pm

Present: Frances Gauthier, Veronica Wood, Sherry Forleo, Gilbert Picard, Lucy Chabot

Motion by Lucy Chabot, seconded by Gil Picard to accept the minutes of the April 19, 2017 meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Gil Picard to accept the April Consolidated Account Vouchers in the amount of \$118,418.36. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Veronica Wood to accept the April MRVP Vouchers in the amount of \$508.00. All in favor. Motion carried unanimously.

Carol informed the Board that the K9 was in last Friday and cleared all of the apartments, offices and community spaces. We are bed bug free. Carol will schedule them to come in again in October to do a check, unless we have problems before then. The Board stated that they want signs put in the windows of the doors that there are no public bathrooms in the building.

The vacancies are caught up and we only have two new ones to work on.

The office reno has been moving right along. The demo has been completed and the studs are in. There hasn't been anyone here this week. The contractor requested 1/3 of his fee and both the architect and the construction advisor felt that 1/3 of the work hadn't been completed and requested that he change the amount requested to under \$15,000.

The electrician will be starting the wiring as soon as his submittals are approved by the architect.

The salon was discussed and Carol informed the Board of the requirements of DHCD which are:

1. We must establish market value of the space through a market analysis.
2. The Board need to state why they are accepting anything below market value for the space.
3. Why the Board did not go out to bid.
4. How and why the service will benefit the tenants.
5. The Board must vote on all of the above requirements and an excerpt of the vote sent to our Asset Manager Lisa Taylor.

Carol contacted a real estate agent who is coming in to complete a market analysis. The Board will discuss and vote on the rest of the requirements at the June 21st meeting.

Carol informed the Board that she decided to ignore the Face Book Postings as advised by another town official. There haven't been any recent postings.

Carol distributed the Conergy (Net Metering) National Grid savings with the solar panels. The savings from 0/29/16 to 4/11/17 is \$17,898.30.

The new maintenance truck is ready for pick up. Tom Austin went to the dealership to inspect it and everything is as it should be. He will pick it up Thursday.

The Board was informed that the ad for siding to replace the shakes on Colonial Drive is being written by DHCD and it will be advertised as soon as we receive it. RCAT is working on the repairing the walkways at Colonial Drive, re-pointing the remaining chimneys at Memorial Drive, and they are confident that there will be enough money left to repair or replace the crumbling wall on the corner of Pearl and Maple Streets.

Carol, Veronica and Sherry discussed the NAHRO conference. Both Veronica and Sherry felt it was very informative and interesting. The seminars were very diversified and covered areas that were important to us.

A discussion on naming a public records person, but one wasn't named.

A meeting will be held on Thursday, June 8 at 1:00pm to vote on the contract for the rubbish removal company.

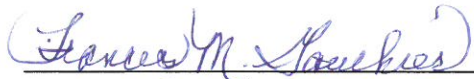
Motion by Veronica Wood, seconded by Sherry Forleo to keep the organization of the Board as it is now. All in favor. Motion carried unanimously.

The next meeting is scheduled for June 8 at 1:00pm.
The second meeting in June is scheduled for June 21st at 1:00pm.

Motion to adjourn by Lucy Chabot, seconded by Gil Picard. All in favor. Motion carried unanimously.

Meeting adjourned at 2:03pm

Respectfully Submitted,




Frances Gauthier

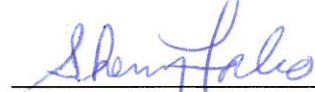
Veronica Wood



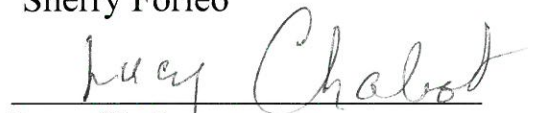
Gilbert Picard



Carol A. Smith



Sherry Forleo



Lucy Chabot