

Millbury Housing Authority

Minutes

Date: June 9, 2015

Time: 2:30

The Chair called the meeting at 2:35.

Present: Frances Gauthier, Veronica Wood, Lorraine Hayes, Alyssa Marlborough

Absent: Sherry Forleo

Motion by Veronica Wood, seconded by Alyssa Marlborough to approve the minutes of the meeting held on June 9, 2015. All in favor. Motion carried unanimously

Motion by Veronica Wood, seconded by Alyssa Marlborough to approve the May Consolidated Account Vouchers in the amount of \$108,630.80. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Veronica Wood to approve the May MRVP Vouchers in the amount of \$1,453.00. All in favor. Motion passed unanimously.

Carol informed the Board that the generator project was 4 months beyond the contracted date but the stack has been moved and the holes blocked. Now they are able to run the generator for the test. A date hasn't been set as of yet. Veronica Wood stated, and the general consensus was, that Methuen Construction should be penalized for going so long over the contracted date. Carol stated that Steve Vandyke from Nault Architects said that getting money from the contractor would be very time consuming. Veronica said if that was the case a lien should be put on their property. Carol will discuss this with Tom Boyer and Steve VanDyke.

The upper unit at 21 Forrest Drive has the occupancy permit. We are waiting for Verizon to put a new pole to take up some of the slack in the wires and to install 2 additional meters. The meter that is presently on the building is for charges to the housing authority.

We're still waiting to hear what we can do with the first floor that needs a total rehab. Tom Boyer went in and will write up an estimation to the cost. We are still waiting to hear if there is any interest from SMOCK.

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MILLBURY HOUSING AUTHORITY

Alyssa provided Carol with her Ethics certification.

Carol informed the Board that the toilet project should start sometime next month. The toilets are being manufactured in Texas.

The Tub Surround and Window Project Phase 11 went out to bid as a single project as recommended by Steve VanDyke and all eligible bids were significantly higher than the estimated cost. ADEN Construction came in at \$99,450.00 but is not DCAMM certified and cannot be considered a viable bid, R Mullen & Associates at \$139,900.00 and Zander Corporation at \$193,000.00. It was decided that the project would be split in two and at Carol's request all of the tub surrounds would be at base bid and the windows in the bedrooms and baths would be at base bid with the hall windows as an alternate. The proposal will be on BidDocs in the next two weeks.

Apparently the key parties at DHCD were not aware of our request to move. Carol spoke with Paul McPartland and he said that he would check into what is happening with the request and to call him back on Thursday, June 11.

Motion by Veronica Wood, seconded by Lorraine Hayes to close the office for one 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. All in favor. Motion passed unanimously.

Carol discussed the MA NAHRO conference she attended at the Cape. A spokesperson from DHCD stated that smaller authorities will be consolidated as executive director's retired. Contracts will be signed and staff will not lose their positions.

Board training is still not mandated.

New executive director salary guidelines have been determined and DHCD said they are fair, but they have not approved them. The salary schedule has not been increased since 2007 and the increase which includes experience and number of programs is at almost 30%. The budget increase will be allowed one time only. The increase is supposed to be effective July 1, but according to the DHCD rep that Carol spoke with at the conference, Millbury might not be eligible until our new fiscal year starting October 1.

Carol presented an organizational chart that was requested by a staff member.

Motion by Veronica Wood, seconded by Lorraine Hayes to adjourn. All in favor.
Motion carried unanimously.

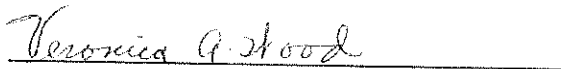
Meeting adjourned at 3:30.
Next meeting scheduled July 14.

Respectfully Submitted,

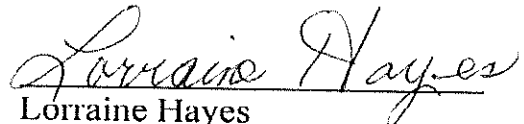


Frances Gauthier

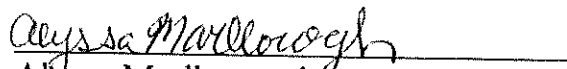
Carol A. Smith



Veronica Wood



Lorraine Hayes



Alyssa Marlborough



Sherry Forleo