

Millbury Housing Authority

Minutes

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16 JUL 25 AM 9:00
MILLBURY, MASS

June 15, 2016

Time: 2:45

Chair called the meeting at 2:55pm

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

Absent: 0

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

Motion by Veronica Wood, seconded by Sherry Forleo to accept the May
Consolidated Account Vouchers in the amount of \$109,071.31. All in favor.
Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Sherry Forleo to accept the May
MRVP Voucher in the amount of \$1,453.00. All in favor. Motion carried
unanimously.

Correspondence was read.

Election of Officers

Veronica Wood nominated Frances Gauthier as Chairman...No other nominations

Veronica Wood nominated Sherry Forleo as Vice Chairman...No other

Nominations

Alyssa Marlborough nominated Veronica Wood as Treasurer...No other
nominations

The slate was voted as follows:

Chairman, Frances Gauthier

Vice Chairman, Sherry Forleo

Treasurer, Veronica Wood

Motion by Alyssa Marlborough to accept the slate of officers. All in favor.
Motions carried unanimously.

Discussion was held on the process of selecting a new member to serve until the next election. Carol Smith stated that she has not received any letters of interests yet.

Motion by Veronica Wood, seconded by Sherry Forleo to ask the Board of Selectmen to refrain from appointing a new Board member if there is no interest shown by submitting letters of interest. All in favor. Motion carried unanimously.

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

Motion to by Veronica Wood, seconded by Sherry Forleo to accept the Progressive Discipline Policy. All in favor. Motion carried unanimously.

The following policies were discussed and voted on:

Financial Reporting

Investment Policy with the typing errors corrected

Capitalization Policy

Disposition Policy

Inventory Policy

Purchase Order Procedure

Vacancy Policy

Snow Removal Policy

Lease Policy

Affirmative Action Plan with the typing errors corrected

Motion by Veronica Woods, seconded by Alyssa Marlborough to accept the policies with the typing errors corrected. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the lowest bid of \$31,500 by M-V Electrical Contractors for the Partial Fire Alarm Project at Centerview. All in favor. Motion carried unanimously.

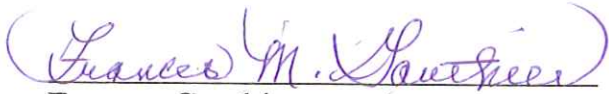
Motion by Veronica Wood, seconded by Sherry Forleo to accept the lowest bid of \$11,700.00 by Casella Waste Management. All in favor. Motion carried unanimously.

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


Meeting adjourned at 3:52pm

Next meeting scheduled on July 20th at 2:45pm

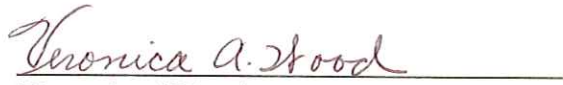
Respectfully Submitted,



Frances Gauthier



Carol A. Smith



Veronica Wood



Alyssa Marlborough



Sherry Forleo