

Millbury Housing Authority

Minutes

July 19, 2017

Meeting convened at 1:05pm

All Present

Motion by Sherry Forleo, seconded by Veronica Wood to accept the minutes of the June 21st, 2017 meeting as read. All in favor. Motion carried unanimously

Motion by Sherry Forleo, seconded by Veronica Wood to accept the June Consolidated Voucher Report in the amount of \$118,623.01. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Veronica Wood to accept the June MRVP Voucher Report in the amount of \$508.00. All in favor. Motion carried unanimously.

Carol gave the Board an update on the office renovation. The staff should be moving in by the end of August to the middle of September.

Carol informed the Board that she has contacted her Asset Manager at DHCD by email and by telephone and has not received a response regarding the salon. She will contact her again next week.

Carol informed the Board that Judy is working part time. Her first week back she left at noon every day. This week she is working until 2pm daily.

Motion by Veronica Wood, seconded by Lucy Chabot to accept the Community Room Policy. All in favor. Motion carried unanimously.

The Board discussed volunteers for the positions of office clerk and custodian. Carol doubted very much that we would be eligible for the tax work off program. She will make the need known and hopefully tenants will offer to volunteer.

An after-hours rent box was discussed and the Board was in agreement with the placement.

DHCD has removed the “un-earned” vacancy penalties.

The siding at Colonial Drive is now going to be a project and is in the hands of RCAT. There is a change that the architect will write into the scope, replacing all of the side vents in each building, including the community building. As soon as DHCD assigns a FISH number to it, Barry from the RCAT group will be meeting with the architect.

The audit was distributed to the Board and will be discussed at the next meeting.

Motion by Veronica Wood, seconded by Gil Picard to accept the lowest bid of \$68,000 by Aden Construction to complete FISH #186080; renovate the first floor at 21 Forrest Drive. All in favor. Motion carried unanimously.

Carol requested that she be allowed to carryover two vacation weeks. She explained that it appears that future director’s contracts will specify vacation time has to be accrued before it is used. She always goes on vacation for three weeks in November and December and this new policy would not allow this.

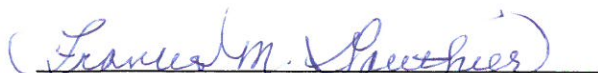
Motion by Veronica Wood, seconded by Lucy Chabot to allow Carol to carryover two vacation weeks until the details of the new contracts are in place and the accruals is a definite change. This will be discussed further at that time. All in favor. Motion carried unanimously.

The next meeting has been scheduled for August 16th at 1:00pm.


Motion by Veronica Wood, seconded by Lucy Chabot to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 1:45


Respectfully Submitted,



Frances Gauthier



Carol A. Smith



Veronica Wood

Sherry Forleo

Gilbert Picard

Gilbert Picard

Lucy Chabot

Lucy Chabot