

Millbury Housing Authority

Minutes

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MILLBURY, MASS

July 20, 2016

Time: 2:55pm

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

Absent: 0

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

Motion by Veronica, seconded by Alyssa Marlborough to accept the June Consolidated Account Vouchers in the amount of \$137,769.30. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the June MRVP Vouchers in the amount of \$1,026.00. All in favor. Motion carried unanimously.

The correspondence PHN 2016-19 regarding a Board member serving on the RCAT Advisory Board. Veronica Wood was interested until reading the Qualifications. No other interested.

The vacation policy was discussed and the entire Board agreed that the motion made and voted on was not the intent of the Board. The policy states 3 weeks' vacation after completing 6 years, 4 weeks' vacation after completing 11 years, and 5 weeks' vacation after completing 21 years.

Motion by Veronica Wood, seconded by Sherry Forleo to change the vacation policy to read; three (3) weeks' vacation after completing 5 years of employment, four (4) weeks' vacation after completing 10 years of employment, and five (5) weeks' vacation after completing 20 years of employment. All in favor. Motion carried unanimously.

There were no other changes with the vacation policy.

Motion by Veronica Wood, seconded by Sherry Forleo to amend the Lease Policy to read that everyone over the age of 18 must sign the lease. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the Purchase Order Procedure. All in favor. Motion carried unanimously.

The letter from Gilbert Picard was read and Carol informed the Board that she met with Mr. Picard, and gave him the requirements and duties for Board members. She also asked him why he was interested in serving on the Board. It was decided by both Carol and Mr. Picard that he would read all of the information and would make a decision by October because both he and

Carol had medical issues and would be unavailable for a month or so, and Mr. Picard would be going on vacation.

It was also discussed that with Alyssa Marlborough moving out of housing there would no longer be a tenant Board member. Carol mentioned that there is a tenant that was interested, but wasn't sure if she would run. If Mr. Picard decides against serving Carol will speak with the tenant again.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept as proprietary the ceiling tiles that are presently being used in the former Head Start area that will be the new and renovated office area. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to write off \$14,029.68 deemed uncollectable from former tenants. All in favor. Motion carried unanimously.

Discussion: Carol's time out for the month of August. Carol informed the Board that she will be able to remote her computer to her home and will also be able to go into the office one evening a week if necessary to pick up work. If all goes well, she may be able to return for the scheduled Board meeting on August 24<sup>th</sup>.

Motion by Veronica Wood, seconded by Alyssa Marlborough to schedule a special meeting on July 27<sup>th</sup> at 8:00am to vote to accept the RCAT contract and to vote on the contractor for the office renovation. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Internal Property Inspection Policy, the Credit Card Policy, the Payroll System and Procedure Policy and the Policy Statement. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to rent one office in the former day health center at 10 Colonial Drive for the amount of \$450.00 to the RCAT program to be used as a satellite office. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 4:10

Special meeting scheduled on July 27<sup>th</sup> at 8:00am

Regular meeting scheduled on August 24<sup>th</sup> at 2:45pm

Respectfully Submitted,

Frances M. Gauthier  
Frances Gauthier

Carol A. Smith  
Carol A. Smith

Veronica A. Wood  
Veronica Wood

Alyssa Marlborough  
Alyssa Marlborough

Sherry Forleo  
Sherry Forleo