

Millbury Housing Authority

MINUTES

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MILLBURY, MASS

Date: October 16, 2014

Time: 10:00 A. M.

Present: Frances Gauthier, Veronica Wood, Lorraine Hayes

Absent: Alyssa Marlborough

The Chairman called the meeting to order at 10:13 A.M.

A note from Barbara Blavackas was shared with other Board members. Barbara has found it necessary to resign her position on the Board of Directors of the Millbury Housing Authority. The Board regretfully accepted her resignation.

Lorraine Hayes made a motion to approve the minutes of the regular meeting held on September 16, 2014. Veronica Wood seconded the motion. All in favor. Motion carried unanimously.

Veronica made a motion to approve the September 2014 Consolidated Account Vouchers in the amount of \$128,734.12. Lorraine Hayes seconded the motion. All in favor. Motion carried unanimously.

Veronica Wood made a motion to approve the September 2014 MRVP Vouchers in the amount of \$67,799.70. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion to approve Amendment #6 to Work Plan 5001, Project #186067, in the amount of \$52,000, for the procurement and installation of toilets in various MHA developments. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

Frances Gauthier made a motion that the following Board members be authorized to sign contracts on behalf of the Millbury Housing Authority: Carol Smith, Executive Director effective 10/27/2014; Frances Gauthier, Chairman, and Lorraine Hayes, Treasurer. Veronica Wood seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion that the following Board members be authorized signers on the Millbury Housing Authority Certificate of Deposit Account at the Millbury Savings Bank: Carol Smith, Executive Director effective October 27, 2014; Frances Gauthier, Chairman, Lorraine Hayes, Treasurer. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion that the following Board members be authorized signers for the Millbury Housing Authority accounts at the Fidelity Bank: Carol Smith, Executive Director effective October 27, 2014; Frances Gauthier, Chairman; Lorraine Hayes, Treasurer and Veronica Wood, Assistant Treasurer. Frances Gauthier seconded the motion. All in favor. Motion passed unanimously.

Lorraine Hayes made a motion that retiring executive director, Janet Cassidy, be paid for 2 and ½ weeks of vacation time that will have accrued by the time of her retirement. Veronica Wood seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion, effective October 27, 2014, naming Carol Smith, incoming Executive Director of the Millbury Housing Authority, as Chief Procurement Officer for the Authority. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

The Fiscal 2015 Capital Improvement Plan was reviewed. Veronica Wood made a motion approve the Fiscal 2015 Capital Improvement Plan and submit the plan to the Department of Housing and Community Development for their approval. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

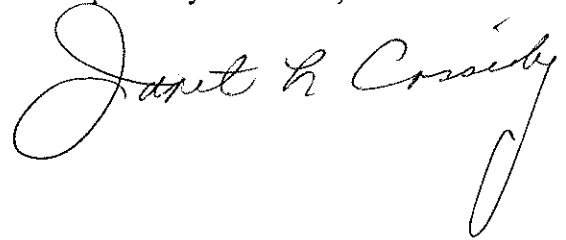
Lorraine Hayes made a motion that Janet Cassidy, retiring Executive Director, be paid a fee of \$35.00 per hour if she is called upon to assist the new Executive Director in the transition. Veronica Wood seconded the motion. All in favor. Motion passed unanimously.

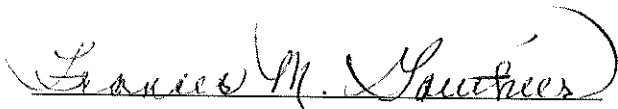
Veronica Wood made a motion to approve the Certificate of Final Completion submitted by Alpha Contracting for the window replacement at the 667-1 Pearl Street development. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

Veronica Wood made a motion to approve the final payment, in the amount of \$3,866.30, to Alpha Contracting for the window replacement at the 667-1 Pearl Street development. Lorraine Hayes seconded the motion. All in favor. Motion passed unanimously.

There being no further business the meeting was adjourned at 10:45 A.M.

Respectfully submitted,





Veronica A. Wood

Lorraine M. Hayes

Clysa Mullbrough

