

Millbury Housing Authority

Minutes

Date; November 17, 2015

Time: 2:30pm

The Chair called the meeting at 2:37pm.

Present: Frances Gauthier, Veronica Wood, Lorraine Hayes

Absent: Alyssa Marlborough, Sherry Forleo

Motion by Veronica Wood, seconded by Lorraine Hayes to accept the October minutes. All in favor. Motion carried unanimously

Motion by Veronica Wood, seconded by Lorraine Hayes to accept the October Consolidated Vouchers in the amount of \$83,534.49. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lorraine Hayes to accept the October MRVP Vouchers in the amount of \$1,453.00. All in favor. Motion carried unanimously.

Discussion regarding MaxPipes and the valves that were left unfinished. Carol Smith assured the Board that all of the valves had been replaced and at her direction MaxPipes subtracted \$900.00 for the cost of flanges that didn't have to be replaced as per Betsy Harper.

Motion by Veronica Wood, seconded by Lorraine Hayes to pay the Certificate of Final Completion submitted by MaxPipes in the amount of \$39,548.00. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lorraine Hayes to accept Director's contract. All in favor. Motion carried unanimously.

Discussion regarding ADI Energy. ADI Energy has not been paid for the consulting work they did for Revision Energy. Janet Cassidy submitted the original invoice in 2013 and Carol Smith submitted it again in 2015 when ADI Energy contacted her stating that they had never received payment. The invoice did not get paid again and the project was closed. Carol Smith was then advised

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that the project would have to be re-opened to pay the vendor invoice. She was also advised that if the Authority could afford it that we should pay the invoice and seek reimbursement through DHCD.

Motion by Veronica Wood, seconded by Lorraine Hayes to pay ADI Energy \$5,500.00

Motion by Veronica Wood, seconded by Lorraine Hayes to reopen the solar project contract to reimburse the Authority for \$5,500.00 that the authority paid to ADI Energy. All in favor. Motion carried unanimously.

Discussion on Director's benefits year and any time worked over 37.5 hours a week for administrative staff, including Director. Carol Smith was instructed to draw up proper wording stating that the director's benefit year would coincide with the contract date and that all administrative staff, including the director, would receive compensation time for time worked over 37.5 hours in a week which is retroactive to October 27, 2014. This will be presented for vote at the next meeting in January.

Motion by Veronica Wood, seconded by Lorraine Hayes to accept the Capital Plan as submitted. All in favor. Motion carried unanimously

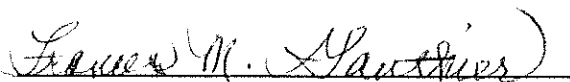
Discussion on the fire. Director instructed by Fran Gauthier to begin work on a smoke free policy for housing.

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


Meeting adjourned at 3:20

January meeting scheduled on 1/12 at 2:30pm

Respectfully Submitted,



Frances Gauthier



Carol A. Smith

Veronica A. Wood  
Veronica Wood

Lorraine Hayes  
Lorraine Hayes

Alyssa Marlborough  
Alyssa Marlborough

Sherry Forleo  
Sherry Forleo