

Millbury Housing Authority

Minutes

Date: January 12, 2016

Time: 2:30PM

Chairman called the meeting at 2:35PM

Present: Frances Gauthier, Veronica Wood, Lorraine Hayes, Alyssa Marlborough, and Sherry Forleo who arrived at approximately 2:50.

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

Motion by Lorraine Hayes, seconded by Alyssa Marlborough to accept the November Consolidated Account Vouchers in the amount of \$95,801.77. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Veronica Wood to accept the November MRVP vouchers in the amount of \$1,453.00. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lorraine Hayes to accept the December Consolidated Account Vouchers in the amount of \$138,601.30. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Lorraine Hayes to accept the December MRVP vouchers in the amount of \$1,453.00. All in favor. Motion carried unanimously.

Correspondence from Laurie Connors, Director of Planning and Development, Town of Millbury, requesting a Board member or director of the housing authority to serve on the Master Plan Committee. Veronica Wood stated that if no one else was interested she would serve. Sherry Forleo stated that she was interested in serving and requested that I give her name to Laurie.

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Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the Compensation Time Policy which reads; Administrative staff, including the Executive Director, shall receive one hour, or part thereof, for each hour worked. Compensation time is granted by the Executive Director on an as needed basis. All in favor. Motion carried unanimously.

Motion by Lorraine Hayes, seconded by Veronica Wood to accept the Benefit Year Policy which reads; The benefit year for all employees with the exception of the Executive Director, is from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the following year. The Executive Director's benefit year begins on the date of hire and continues for the length of the contract. All in favor. Motion carried unanimously.

The progress on the no smoking policy was discussed. Carol informed the Board that a survey was never completed and must be done as part of the procedure. Motion by Veronica Wood, seconded by Lorraine Hayes to prohibit smoking in any housing unit where oxygen is used, whether the oxygen is turned on or if it is turned off. All in favor. Motion carried unanimously.

Carol informed the Board that a work order from DHCD has been generated for the office move. Carol has to make any needed corrections, then the order will go to Nault Architects. Carol also mentioned that the Management Rep, Lisa Taylor, stated that she will be out to determine if there are other projects that should be listed ahead of the office move. Veronica Wood and Lorraine Hayes both felt that the decision should not be up to Lisa Taylor and they would argue her call if it differs from the opinion of the housing authority and the reps from DHCD that have already approved moving on the project.

Motion by Sherry Forleo, seconded by Lorraine Hayes to accept the lowest quote of \$12,989.00 by USNE, Inc. of Westfield, MA for the Secondary Conductor Relocation Project. All in favor. Motion carried unanimously.

Discussion on earned vacation time for Lisa Bennes. Lisa was hired by the housing authority with the understanding that not only would her vacation time be carried in from her years with her previous company, but her time in service with that company would also be carried in. In checking back in the minutes of July 11, 2000 it was voted that the vacation time of four (4) weeks would be carried in, but there was nothing regarding carrying in service time. Carol spoke with Janet Cassidy who remembers the verbal agreement with Lisa. Lisa should have been receiving five (5) weeks' vacation since 2010.

There was some confusion as to how long she would have to use the accrued time with the Board finally agreeing on June 30, 2018

Motion by Veronica Wood, seconded by Sherry Forleo to authorize five (5) vacation weeks retroactive to July 1<sup>st</sup>, 2010, to be used between now and June 30, 2018. Any vacation time left over will be lost. All in favor. Motion carried unanimously.

Carol informed the Board that she received a request from a local hairdresser who wanted to open a shop for residents only, in the former nurse's office next to the laundry room at Centerview. Carol denied this request for a several reasons; We could not be sure that it would be just residents using this service, the possibility of fire from equipment being left on, the usage of the authorities electric and water, and the odors that some of the tenant's would have a problem with. Fran also mentioned that she was aware of this service at a nursing home where the hairdresser was not reliable and the residents would be disappointed in missing their appointment.

Motion by Veronica Wood, seconded by Sherry Forleo to adjourn.

Meeting adjourned at 3:45.

Next meeting on 2/2/16

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Frances Gauthier

*Veronica A. Wood*  
\_\_\_\_\_  
Veronica Wood

*Alyssa Marlborough*  
\_\_\_\_\_  
Alyssa Marlborough

Respectfully Submitted,

*Carol A. Smith*  
\_\_\_\_\_  
Carol A. Smith

*Lorraine Hayes*  
\_\_\_\_\_  
Lorraine Hayes

*Sherry Forleo*  
\_\_\_\_\_  
Sherry Forleo