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Millbury Housing Authority 16 MAY 16 AM 9:58

Minutes

MILLBURY, MASS

April 13, 2016

Time: 2:45pm

Chair called the meeting at 2:55pm

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

Absent: Lorraine Hayes

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the March minutes. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Veronica Wood to accept the March Consolidated Account Vouchers in the amount of \$164,657.66. All in favor. Motion passed unanimously

Motion by Alyssa Marlborough, seconded by Sherry Forleo to accept the March MRVP Vouchers in the amount of \$1,453.00

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Change Order for Boston Insulation Corp. in the amount of \$750.00. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Alyssa Marlborough to accept the Certificate of Final Completion for Boston Insulation. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Alyssa Marlborough to accept Certificate of Final Completion for Nationwide Construction, Inc. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Notice of Substantial Completion for USNE, Inc. All in favor. Motion carried unanimously.

Discussion: Office move

Carol Smith informed the Board that the projected budget of \$99,164.47 was not approved by DHCD. Changes that the architect and she have offered to lower the costs are to use the same flooring in the large office space, to purchase and install the new toilet with housing funds, to refigure, but not replace, the ceiling tiles, not add a ceiling in the director's new office, not build the fourth office but to leave the space available, and to paint the entire area using housing maintenance staff. These, and other minor changes bring the costs down to \$63,312.93. DHCD approved a budget amount of \$64,652.00 with different changes. We are waiting for approval of the changes we've determined to be more beneficial.

The partial fire alarm upgrade has been scoped and will be going out to bid.

Carol Smith corrected her incorrect statement at the last meeting regarding the number of sick days allowed in the personnel policy. There are 15 sick days a year.

Motion by Alyssa Marlborough, seconded by Sherry Forleo to designate the day after Thanksgiving a paid holiday. All in favor. Motion passed unanimously.

Discussion: Using sick time for routine doctor visits. Sherry Forleo presented paper work stating that according to state law sick time can be used for routine doctor visits for employee and family members. After discussion, the Board voted on this again.

Motion by Veronica Wood, seconded by Sherry Forleo to allow staff to use sick time for any and all doctor and dentist visits. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Personnel Policy with the amendments we have voted on. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Formula grand funding in the amount of \$184,336.00. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the Certificate of Final Completion for Methuen Construction Co., Inc. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the Rent Collection Policy with the following amendments; Number 3...Delete The exception to this policy is the tenant who receives his/her rent during the second week of the month.

Motion by Veronica Wood, seconded by Alyssa Marlborough to accept the CORI Policy with the following amendments; Number 3. Request for CORI shall be made at time of application...Number 5. Delete Clerk/Secretary/Tenant Coordinator and add Administrative Assistant. All in favor. Motion carried unanimously.

The Travel Policy was discussed and the policy with amendments will be voted on at the next meeting. The amendments are as follows: Change 22cents per mile to the price per mile approved by DHCD at any given time, Change This rate is inclusive to exclusive of tolls and parking fees. Delete reimbursement for tolls and parking is allowed if the traveler takes these actual costs in lieu of any mileage reimbursement. Delete the entire section Reimbursement for meals is allowed if the following criteria are met. Delete entire section regarding Funds from non-utility line-items, etc.,

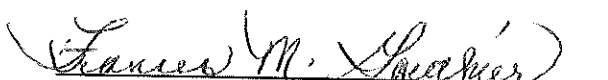
Motion by Veronica Wood, seconded by Sherry Forleo to adjourn. All in favor. Motion carried unanimously.

Motion by Alyssa Marlborough, seconded by Sherry Forleo to delete any and all policies that state the Millbury Housing Authority will go to the elderly developments on regularly established days each month to collect rent. All in favor. Motion carried unanimously.

Meeting adjourned at 4:07pm

Next meeting scheduled Wednesday, May 11 at 2:45pm.

Respectfully Submitted,



Frances Gauthier



Carol A. Smith

Veronica A. Wood
Veronica Wood

Lorraine Hayes

Alyssa Marlborough
Alyssa Marlborough

Sherry Forleo
Sherry Forleo