

Millbury Housing Authority

Minutes

June 19, 2019

Meeting convened at 1:12pm

Present: Frances Gauthier, Sherry Forleo, Lucy Chabot, Gilbert Picard

Absent: Veronica Wood

Motion by Sherry Forleo, seconded by Gil Picard to accept the minutes as read. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Sherry Forleo to accept the May Consolidated Voucher Report in the amount of \$94,289.50. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Gil Picard to accept the May MRVP Report in the amount of \$1,585.00. All in favor. Motion carried unanimously.

The Board expressed surprise that we would be penalized for going over the 60 days allowed for preparing a unit for rental, by one day. The first of the month was on a Sunday and the tenant signed his lease on the following Monday when he received his check.

Discussion: Carol informed the Board that there have been many personnel issues; medical, retirement, vacations, numerous trainings, directives from DHCD, etc. and the staff has been working as a team with no complaints regarding assisting with job duties other than their own, putting in the extra time when necessary, and doing what it takes to get the job done. The 4th of July is on a Thursday and Carol requested that the Board consider closing on the 5th of July also to show their appreciation to the staff.

Motion by Lucy Chabot, seconded by Gil Picard to close on July 5th. All in favor. Motion carried unanimously.

Lucy Chabot discussed the wonderful job one on the congregant tenants was doing in the flower beds at the congregate. She stated that the young girl worked in the hot sun, and appeared to enjoy what she was doing. I have a meeting at the congregate on July 8th and will acknowledge the work that the tenant is doing.

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The Executive Office of Elder Affairs subsidized \$2,000 to spend in the congregate for selected items that were needed to assist the tenants there. The furniture in the community room was getting a little threadbare and shaky and Lisa was able to purchase a couch, loveseat, 2 chairs, an end table, a lamp, and 2 pillows with the subsidy.

Carol informed the Board that maintenance was working on Lisa's office when time allowed.

The second elevator project is moving along. The contractor is behind by a few weeks due to a problem with the elevator company, but the clerk of the works is confident that the time will be made up, and he is still planning to complete the project on schedule.

As of Friday 6/21 the maintenance department, including Carol Morse, will be certified as housing inspectors through DHCD. This will allow us to inspect our properties without spending additional money for an inspector, and time wasted by having to send a maintenance person with the inspector.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the Change Order for sewer line replacement at the congregate building in the amount of \$4,500. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Lucy Chabot to accept the Certificate of Substantial Completion for Gustafson Plumbers. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Gil Picard to accept the Certificate of Completion for Gustafson Plumbers in the amount of \$39,960 for the sewer line replacement at the congregate building. All in favor. Motion carried unanimously.

Discussion: Fencing on housing property. Carol informed the Board that a tenant in family housing requested a fence be installed on the side of the driveway and part of the back of his unit to keep kid's balls from hitting the unit or his antique vehicle. Maintenance does not want the fence installed because it causes more work for them having to work around the structure. Carol agrees and further stated that if we do it for one, everyone else will want "their yard" fenced in.

Motion by Gil Picard, seconded by Lucy Chabot that no fences will be installed on housing property. All in favor. Motion carried unanimously.

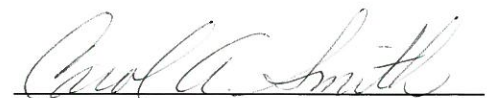
Motion by Gil Picard, seconded by Sherry Forleo to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 2:05


Respectfully Submitted,




Frances Gauthier



Carol A. Smith



Veronica Wood



Lucy Chabot



Gilbert Picard



Sherry Forleo