

Millbury Housing Authority

Minutes

August 21, 2019

Meeting convened at 1:12pm

All Present

Also Present: Stan Aurell

Motion by Veronica Wood, seconded by Gil Picard to accept the July meeting minutes as read. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Sherry Forleo to accept the July Consolidated Report in the amount of \$161,674.86. All in favor. Motion carried unanimously.

Motion by Lucy Chabot, seconded by Veronica Wood to accept the July MRVP Report in the amount of \$1,585. All in favor. Motion carried unanimously.

Carol read the letter from Bruce Budrick, Lead Facilities Management Specialist regarding inspection training.

Stan Aurell questioned what would be done to correct the limited ventilation in the ground floor hall. He also asked if the windows that were being added would be able to open. He also wanted to know if the carpets would be cleaned. He said that he noticed the ventilation issue about 4 weeks ago. He also questioned what will happen in the winter because they lost the heaters in the hall.

Carol stated that he should have come to her when he first noticed a problem. He said that he asked to see her, but was told she was unavailable. She suggested that next time he try again, call her, or leave a message for her to call him.

She stated that this issue was brought up at the elevator meeting Tuesday, August 20th. A hole will be cut in the plywood that is covering the former window, and a fan will be installed. It was discovered that the 2 fans on the roof that bring air in were not working. Replacements were ordered and will be installed when they arrive in about 4 weeks.

The carpets will not be cleaned until the work is completed. Carol suggested that it would help if each tenant vacuumed in front of their door.

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Carol stated that the windows would be operable and were on order. She will check on the heaters.

Carol informed the Board that the elevator contractor didn't appear to be very cooperative. A teleconference was held in place of the sub-contractor attending a face to face meeting, and he was scheduled to attend the meeting on Tuesday, August 20th and didn't show or call with an explanation. The architect has been requesting submittals since June and the sub-contractor has either not sent them, or sent incorrect or incomplete submittals.

The elevator meeting on Tuesday, was attended by Andrew Fleming, project manager; Brett Brown, project superintendent; Jen Pelletier, architect from Nault Architects; Tom Mulvey, the construction advisor from DHCD and Carol Smith. All agreed that the response, or lack of, from the sub-contractor was unacceptable, although no clear solution was determined. Jen felt that the contractor needs to be in contact with the sub-contractor on a daily basis to get all issues resolved. Carol stated her concerns with the project continuing through the winter months. The tenants can't be expected to plod through the snow because their parking spaces are not available due to the delay in the project. Brett stated that the exterior work would be complete and most of the parking spaces would be available. He also stated that they should be able to move the dumpster, or have it removed if it is no longer needed. The contractor will also remove snow if we are not able to use the area that we usually use for the snow.

Tom Mulvey stated that flat beds will be delivering elevator parts and will need space. He's unsure how many days this will happen, or if the days will be consecutive. They will need parking spaces during this time.

Veronica Wood stated that the housing authority should receive compensation for the inconveniences the delay will cause the tenants. The Board agreed and are extremely upset with the delay. Carol will discuss this at the next elevator meeting in 2 weeks, because she will be on vacation next week.

Discussion: The lowest bid contractor for the siding replacement project at Colonial Drive. The contractor stated that he wanted to withdraw his bid, but didn't follow through. He was contacted several times by the DHCD and the architect, and didn't respond. Carol was advised by her project manager to vote to accept the lowest bidder, and to also vote to accept the second lowest bidder, Dicky Matos, in the event that DHCD disqualified the lowest bidder.

Motion by Veronica Wood, seconded by Gil Picard to accept Emmanuel Construction with the lowest bid of \$55,000 and 2 alternates if approved by DHCD. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the seconded lowest bid of \$55,000 with the first alternate of \$2,000 and the second alternate of \$1,000 by Dicky Matos if DHCD disqualifies the first bidder. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lucy Chabot to write off bad rents in the amount of \$5,521.37. All in favor. Motion carried unanimously.

Discussion: ADA grant Carol applied for. Carol received word that her grant has preliminary approval and the Board has to vote on accepting it. Carol wrote the grant for 2 properties, but only one is being considered at this time.

Motion by Veronica Wood, seconded by Gil Picard to approve submittal of the grant application and to accept the grant for ADA renovations if it is awarded to us. All in favor. Motion carried unanimously.

Discussion: inoperable and/or unregistered uninsured vehicles on housing property. Carol was instructed to ask the Millbury Police Dept. if they are able to run a plate for suspected unregistered vehicles. After lengthy discussions regarding how long a vehicle should be allowed to stay on property if it is inoperable. Danger of kids getting hurt is the major concern.

Motion by Veronica Wood, seconded by Lucy Chabot to allow an unregistered/uninsured and/or inoperable vehicle to remain on property for no longer than 30 days. All in favor. Motion carried unanimously.

Meeting adjourned at 2:33pm

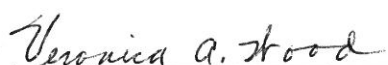
Respectfully Submitted,



Frances Gauthier




Carol A. Smith



Veronica Wood



Lucy Chabot



Gilbert Picard



Sherry Forleo