

Millbury Housing Authority

Minutes

September 21, 2022

Meeting convened at 1:02pm

All Present: Lucy Chabot joined remotely as stated by the Chair when the meeting convened.

Motion by Veronica Wood, seconded by Lucy Chabot to approve the minutes of the August 24th meeting.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Motion by Veronica Wood, seconded by Virginia Yasko to accept the August Consolidated Voucher report in the amount of \$125,122.03.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Motion by Veronica Wood, seconded by Sherry Forleo to accept the August MRVP Voucher report in the amount of \$2,282.

All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Virginia Yasko to accept the August Consolidated Voucher report in the amount of \$125,122.03.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Certificate of Substantial Completion for Williams Electric.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Discussion on the three plans to be presented to the Board. The plans are required through DHCD and the drafts are due before the end of September. Carol Smith stated the Carol Morse completed the Fair Housing Marketing Plan. Pam Brayton will be the Language Access coordinator in addition to her other duties. Carol Smith stated that Pam does an excellent job, going over and above her assigned duties to assist where ever she can.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Fair Housing Marketing Plan as presented.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Motion by Veronica Wood, seconded by Sherry Forleo to accept the Language Access plan as presented.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes

Frances Gauthier, yes

Motion carried unanimously

Motion by Veronica Wood, seconded by Virginia Yasko to accept the Reasonable Accommodation/Modification Policy and Procedures as presented.

Veronica Wood, yes

Virginia Yasko, yes

Sherry Forleo, yes

Lucy Chabot, yes
Frances Gauthier, yes
Motion carried unanimously

Discussion on the Resident Service Coordinator application. Carol Smith explained the job duties of this position, and that there is funding available to provide this position to ten housing authorities that don't already have this position funded. Carol Morse has been working on this application with Carol. Carol Smith will be contacting the tenants for any questions or recommendations they might have regarding the application or the position. The Board was very enthusiastic in their acceptance of the application.

Motion by Veronica Wood, seconded by Sherry Forleo to accept and approve the application for a Resident Service Coordinator.
Veronica Wood, yes
Virginia Yasko, yes
Sherry Forleo, yes
Lucy Chabot, yes
Frances Gauthier, yes
Motion carried unanimously

Motion by Veronica Wood, seconded by Sherry Forleo to approve a 5% salary increase as of 10/1/2022 per DHCD guidelines for the executive director.
Veronica Wood, yes
Virginia Yasko, yes
Sherry Forleo, yes
Lucy Chabot, yes
Frances Gauthier, yes
Motion carried unanimously

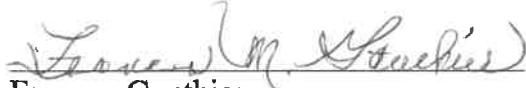
There will not be a meeting in October because the director will be on vacation. The next meeting is scheduled for 11/16/2022.

Motion by Veronica Wood, seconded by Lucy Chabot to adjourn.
Veronica Wood, yes
Virginia Yasko, yes
Sherry Forleo, yes
Lucy Chabot, yes
Frances Gauthier, yes

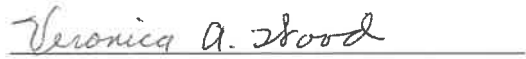
Motion carried unanimously

Meeting adjourned at 1:30pm

Respectfully Submitted,



Frances Gauthier



Veronica Wood


Lucy Chabot



Carol A. Smith



Sherry Forleo



Virginia Yasko