

Millbury Housing Authority

Minutes

March 22, 2023

THE OFFICE
TOWN CLERK
2023 MAY 24 AM 8:52
MILLBURY, MASS.

Meeting convened at 1:06pm

Present: Frances Gauthier, Veronica Wood, Lucy Chabot, Virginia Yasko

Absent: Sherry Forleo

- Motion by Veronica Wood, seconded by Lucy Chabot to accept the minutes of the February 12, 2023 meeting. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Lucy Chabot to accept the February Consolidated Voucher Report in the amount of \$120,838.86. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Lucy Chabot to accept the February MRVP report in the amount of \$2, 713.00. All in favor. Motion carried unanimously.

Correspondence: letter from DHCD awarding funding from the compliance reserve regarding project #186121, in the amount of \$51,242.00 for a roll-in shower and other ADA improvements at 667-1, unit 215

Discussion: Colonial Drive windows and roofs. Carol informed the Board that Action Energy will be contacting Tom to schedule a time for them to come in to do a mock up of a few windows before they start the actual work. It is anticipated that the work will start late spring or early summer.

Carol also informed the Board that the mansard roof project will go out to bid either April or May, and work will start as soon as a company is hired.

- Motion by Veronica Wood, seconded by Lucy Chabot to accept Amendment #14 in the amount \$124,983.00. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Lucy Chabot to accept the ARPA contract for financial assistance (CFA) 4050 in the amount of \$350,000.00. All in favor. Motion carried unanimously.
- Motion by Motion by Veronica Wood, seconded by Lucy Chabot to accept the ARPA contract for financial assistance (CFA) 4001 in the amount of \$238,156.00. All in favor. Motion carried unanimously.

- Motion by Veronica Wood, seconded by Virginia Yasko to approve the rent write offs in the amount of \$2,504.00. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Lucy Chabot to approve the Certificate of Final Completion for J&J Construction in the amount of \$3,454.00. All in favor. Motion carried unanimously.

Discussion: Proposed Laundry Equipment and Financial. Carol presented the Board with the proposal by Automatic Laundry. The Board agreed on the use of laundry cards, but the decision to increase the price by \$.25 for each machine will be tabled until the next meeting.

- Motion by Veronica Wood, seconded by Virginia Yasko to accept Option 1 as presented by Automatic Laundry with the exception of the suggested base Vend prices. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept #186118 Elevator Car Stop Switch-Compliance Reserve Award in the amount of \$13,254 for code requirement repairs to the elevator car stop switch for the older elevator at 667-3 and in the amount of \$16,215 for code requirement repairs to the elevator car stop switch for the elevator at 667-4. All in favor. Motion carried unanimously.

Discussion: Virginia Yasko discussed the hiring process when the present director retires. She had many questions, and Veronica Wood explained the procedure to her.

Discussion: Carol informed the Board that the Resident Services Coordinator grant that she applied for was awarded to the housing authority in the amount of \$50,000.00. We will have to provide benefits, including insurance, We don't have the money for this for a full time person. Carol will be attending a virtual meeting being held for new grant recipients on Friday, and she has questions regarding benefits for a part time person.

Virginia Yasko stated that new no parking signs were needed at Colonial. Veronica Wood stated that the present signs could be painted and asked Carol to call the high school to see if there were any students that might be interested in volunteering to paint the signs.

- Motion by Veronica Wood, seconded by Virginia Yasko to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 2:30

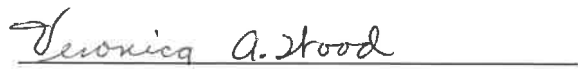
Respectfully submitted,

A handwritten signature in black ink, reading "Frances M. Gauthier", written over a horizontal line.

Frances Gauthier

A handwritten signature in black ink, reading "Carol A. Smith", written over a horizontal line.

Carol A. Smith

A handwritten signature in black ink, reading "Veronica A. Wood", written over a horizontal line.

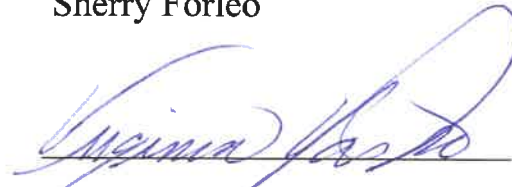
Veronica Wood

A handwritten signature in black ink, reading "Sherry Forleo", written over a horizontal line.

Sherry Forleo

A handwritten signature in black ink, reading "Lucy Chabot", written over a horizontal line.

Lucy Chabot

A handwritten signature in blue ink, reading "Virginia Yasko", written over a horizontal line.

Virginia Yasko