

Millbury Housing Authority

Minutes

June 21, 2023

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MILLBURY, MASS

Meeting convened at 1:10pm

Members Present: Frances Gauthier, Sherry Forleo, Veronica Wood, Virginia Yasko
Members Absent: Lucy Chabot

Motion by Veronica Wood, seconded by Sherry Forleo to accept the minutes of the May 17th meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the May Consolidated Voucher Report in the amount of \$109,702.98. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the May MRVP Voucher Report in the amount of \$2,745. All in favor. Motion carried unanimously.

Carol presented the fee assessment of \$1,200 for vacant units.

Discussion: Additional charges on the new washer and dryer contract with Automatic Laundry Services Co., Inc.

- Motion by Veronica Wood, seconded by Virginia Yasko to keep the washers at \$1.25 per standard load like we presently have, disregarding additional charges for medium and heavy wash, and to revisit price change in 36 months. All in favor. Motion carried unanimously.

Discussion: Waiver for BOS appointed Board member. Carol explained to the Board that the law requires one tenant Board member, whether elected or appointed. Lucy Chabot's term expires on 6/30/2023, leaving Virginia Yasko as an elected tenant Board member. Virginia Yasko was concerned about being the lone vote until she was reminded by Sherry Forleo that she, or any Board member, can vote for or against a motion with Virginia if that is the member's opinion. Being a tenant, or non-tenant doesn't matter.

- Motion by Sherry Forleo, seconded by Veronica Wood to approve the waiver requiring a BOS appointed Board member, for one year. All in favor. Motion carried unanimously.

The director's job description was discussed along with the director's job description as suggested by EOHLC.

- Motion by Sherry Forleo, seconded by Veronica Wood to accept the present executive director's job description for advertising. All in favor. Motion carried unanimously.

Discussion: At the May meeting, Carol distributed the new director hire packet from EOHLC. The packet was discussed, as was an outside agency coordinating and conducting the search. Carol reached out to two agencies; one chosen from the list sent by EOHLC, and one that was recommended by another housing authority. The business listed is no longer working in this capacity, and referred Carol to the other agency she contacted; Mass NAHRO. Mass NAHRO charges \$ 5,000 for the entire process with the exception of advertising, which will cost an additional \$1,200 or a little more. The Board agreed that the entire process was very time consuming and confusing and they thought it best that they contract with Mass NAHRO.

- Motion by Veronica Wood, seconded by Virginia Yasko to contract with Mass NAHRO to conduct the search for a new executive director with the stipulation that travel, lodging and/or meal expenses will not be covered by the housing authority. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to offer the salary range of \$87,928 to \$92,813, which is 10% to 5% less than the present top salary for the position, with the understanding the contract will be offered for one year with renewals and salary increases to be determined after the first year. All in favor. Motion carried unanimously.

The annual plan was presented with no comments to be added.

- Motion by Sherry Forleo, seconded by Virginia Yasko to accept the Annual Plan and the Capital Improvement Plan as presented. All in favor. Motion carried unanimously.

Discussion: The Smart Plan...Carol informed the Board that she didn't approve distribution of the deferred comp. monies for the staff who belonged to the program. This was an honest mistake, and she didn't realize for a few months that this step wasn't completed. When she realized what she missed, she called Smart Plan to ask how to rectify the problem. She was told to add each week that was missing, one week at a time. This is all she was told. She had no idea that the missing weeks would be non-distribution weeks. Staff was very upset because they might have lost gains during that time. The Smart Plan representative, who called Carol regarding this, stated that staff wanted to know if they lost gains. He told

Carol that he could determine if gains were lost, or if there were losses during that time, only if the housing authority agreed to pay the staff any money they might have lost. He looked at the account and determined that it would probably be between \$100 and \$200 for the entire 5 participants. Carol didn't think that the Board would agree because it's a voluntary program that is not part of the director's job duties, and the stock market is variable.

Carol took total responsibility for this, and stated that the only back up isn't reliable all of the time. She questioned if the director isn't allowed to make a mistake, maybe the Board should consider alleviating this particular "perk". She asked the Board to table any decisions until the next meeting, and to think of possible checks and balances so this doesn't happen in the future if they decide to continue to offer the program.

Discussion: Community use for Celebration of Life...Carol explained that a deceased tenant's daughter requested the community room at 95 Elm Street to host a celebration of life for her mother who was a tenant here. Carol told her that she would have to bring the question to the Board because only tenants have use of the community rooms. The daughter called back a while later stating that there were two tenants who would host the celebration. Carol called both tenants. One stated she asked if there was anything she could do, and the daughter asked her to host the celebration. This tenant mentioned to me the possibility of opening Pandora's Box. The second tenant stated that she didn't know how she got involved, or who gave her name. The Board felt that they did not want to set precedence. Carol was asked to tell the daughter that both the VFW and Callabria's hosted Celebrations of Life.

- Motion by Veronica Wood, seconded by Virginia Yasko to dis-allow Celebrations of Life in the community rooms. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to adjourn.

Meeting adjourned at 2:40
Next meeting on July 19th

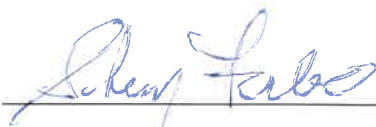
Respectfully submitted,



Frances Gauthier

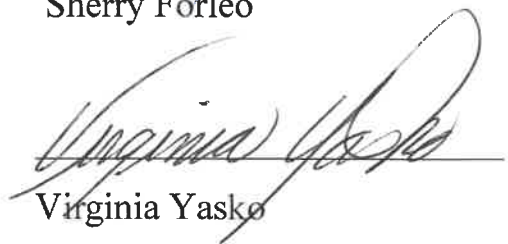
Carol A. Smith

Veronica Wood



Sherry Forleo

Lucy Chabot



Virginia Yasko