

Millbury Housing Authority

Minutes

11/18/2020

Present: Frances Gauthier, Veronica Wood, Lucy Chabot, Gilbert Picard

Absent: Sherry Forleo

Motion by Lucy Chabot, seconded by Veronica Wood to accept the minutes of the September 23rd meeting. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lucy Chabot to accept the September Consolidated report in the amount of \$136,913.85. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lucy Chabot to accept the September MRVP report in the amount of \$1858. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lucy Chabot to accept the October Consolidated report in the amount of \$41,037.91. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Lucy Chabot to accept the October MRVP report in the amount of \$1,853. All in favor. Motion carried unanimously.

Correspondence was read and discussed.

Old Business

Carol informed the Board that weatherization would begin in March or April at Memorial Drive. We will also work with a sustainability grant from DHCD to change the oil burners at Memorial Drive to whole house heat pumps. This electric system will also provide air conditioning.

The Board agreed to hold the December meeting on the second Wednesday so we will be able to get the 2021 budget in on time.

- Discussion: Carol meeting with the Millbury selectboard individually. It was decided that she would meet with one new member, and if necessary she and the Board will attend the Selectboard meeting in the spring to discuss the bus stop.

The railing on the walk leaving the building on the side of the new elevator will be installed next week, along with signage regarding elevator emergencies. We have held back money from the contractor until this was completed.

- Discussion: Carol informed the Board that the fiscal year 2019 has been completed with no findings. Carol stated that the staff worked together and was instrumental in the outcome.

New Business

The year end reports were discussed and signed. We have more in our reserve fund than is required by DHCD, so we will not have to take a 4% decrease in our budget for 2021. We will be level funded, and staff will get a 3% increase in salary.

- Discussion: year-end reports were discussed and signed. Carol informed the Board that we have about 54% in reserves. DHCD only requires 35%, so we are doing good. We can level fund this year, and staff will be able to get a 3% raise. DHCD has determined that executive directors will not be receiving raises this next fiscal year.

Carol informed the Board that bed bugs were found in 2 units in 1 building on Pearl Street. The entire building, and the laundry was sprayed. In 30 days the two units, and another 2 unit where the dogs alerted would be sprayed. If there doesn't appear to be bed bugs 30 days after that, we will spray just the 2 units where they were originally found.

The Board was made aware that we had 2 COVID 19 cases in 2 household. The entire family quarantined for 2 weeks. We also had a possible in 667-2, and the tenant quarantined for 2 weeks.

- Discussion: A few tenants, all on 1 floor, have been using hall area to meet daily. Carol has sent notices and spoke with them regarding meeting in common areas that are not meant for that purpose due to fire hazard. The put up a Christmas tree and decorated it for Halloween. They also have a table, plants and other items that are not allowed. Other tenants are complaining because some of them sitting there are not wearing masks, and the area is near the elevator, so many tenants go by them in the course of the day.

In discussing this ongoing problem with Karen, she suggested that I give notice regarding removing everything from this area, and no one being allowed to sit in the area. If it continued, I should have them served with a

Notice to Quit. She also suggested that the Board set policy regarding nothing being allowed in common areas without the permission of the director.

Motion by Veronica Wood, seconded by Lucy Chabot in accordance with fire regulations and the MHA lease, nothing will be allowed in any common areas. 3 in favor, 1 abstained. Majority carried. Motion passed.

Motion by Veronica Wood, seconded by Lucy Chabot to adjourn. All in favor. Motion carried unanimously.

Meeting adjourned at 2:20.

Respectfully Submitted,



Frances Gauthier



Carol A. Smith



Veronica Wood



Sherry Forleo



Gilbert Picard



Lucy Chabot