

Millbury Housing Authority

Board of Commissioners Meeting Minutes

Date: May 20, 2026

Location: Millbury Housing Authority

Time: Meeting called to order at approximately 1:10 p.m.

Roll Call

Present:

- Carolyn Dik
- Michael Michalak
- Frances Gauthier
- Danielle Stevens

Approval of Previous Meeting Minutes

A motion was made by Frances Gauthier to approve the minutes of the April 15, 2026 meeting.

Motion seconded by Michael Michalak.

Vote: Unanimously approved.

Approval of April Financial Reports

Consolidated Voucher Report

A motion was made by Frances Gauthier to approve the April Consolidated Voucher Report.

Motion seconded by Michael Michalak.

Vote: Unanimously approved.

MRVP Voucher Report

A motion was made by Frances Gauthier to approve the April MRVP Voucher Report.

Motion seconded by Michael Michalak.

Vote: Unanimously approved.

Creative Placemaking Grant Application

The Board reviewed the Creative Placemaking Grant application. Discussion included clarification regarding eligibility language for Chapter 667 housing developments and discrepancies involving historical development dates listed in state systems and agency materials.

Staff explained that information included in the application was derived from internal EOHLIC systems. Board members discussed historical dates associated with Memorial Drive, Colonial Drive, and other developments.

The Executive Director noted that the grant application will be submitted as an opportunity worth pursuing despite significant competition statewide. The Board discussed that approximately ten housing authorities may receive awards of up to \$400,000 each.

A motion was made by Frances Gauthier to approve the Creative Placemaking Grant application. Motion seconded by Michael Michalak.

Vote: Unanimously approved.

Temporary Remote Work Schedule Request

The Board discussed a proposed temporary modification to the administrative staff remote work schedule in response to rising fuel costs.

The proposal would allow full-time administrative staff to work one additional day remotely each week on a rotating schedule while ensuring office coverage remains in place. The Executive Director explained that expectations for answering phones and maintaining workflow productivity would remain unchanged. Admin staff would have to agree to remain flexible and that the scheduled remote days could change at any time at the discretion of the Executive Director based on operational needs.

Board members discussed:

- Maintaining adequate office coverage
- Expectations for answering calls while working remotely
- Scheduling considerations for congregate housing staff
- Operational impacts experienced during the COVID-19 pandemic
- The importance of flexibility and management discretion

It was agreed that congregate admin scheduled remote day would be either Tuesday or Wednesday to ensure that the building will not go without the coordinator present for more than 3 days in a row.

A motion was made by Carolyn Dik to approve the temporary remote work schedule change at the discretion of the Executive Director.
Motion seconded by Michael Michalak.
Vote: Unanimously approved.

Contract for Financial Assistance (CFA)

The Board reviewed the Contract for Financial Assistance documentation.

A motion was made by Michael Michalak to approve the Contract for Financial Assistance (CFA).
Motion seconded by Frances Gauthier.
Vote: Unanimously approved.

Project Updates

The Executive Director provided updates on current and upcoming projects, including:

- **Water Heater Project:** Delays continue due to slow progress from the project designer/engineer.
- **Sewer Line Project:** Pre-bid meeting completed; bids are pending.
- **Roll-In Shower Project:** Pre-construction meeting scheduled for congregate housing upgrades.
- **Fire Alarm Project:** Challenges continue regarding warranty inspections and replacement detectors
- **Colonial Drive Lighting Project:** Completed successfully, including heat detector work.
- **Linden Street Infrastructure Project:** Work scheduled to begin the following week.
- **Window Replacements:** New bedroom windows to be installed at Elm St through energy efficiency programs at no cost. Estimated to be complete this year.
- **Interior Lighting Upgrades:** Common area lighting improvements scheduled for Colonial Drive free through the LEAN Program.

Board members also discussed:

- Sidewalk connections and accessibility improvements
 - Aging utility poles and overhead electrical lines
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Additional Discussion

A board member noted that one of the housing authority vehicles appeared to have an expired inspection sticker. Staff acknowledged the issue for follow-up.

Next Meeting

The next Board of Commissioners meeting is scheduled for **June 17, 2026**.

Adjournment

A motion was made by Michael Michalak to adjourn the meeting.

Motion seconded by Frances Gauhtier.

Vote: Unanimously approved.

The meeting adjourned at approximately **1:46 p.m.**