

Millbury Housing Authority
89 Elm Street
Millbury, MA 01527
508-865-2660

11/20/2024

Meeting convened at 1:01 pm

Present: Chair Francis Gauthier, Commissioners Veronica Wood, Virginia Yasko, Sherry Forleo

Others Present: E.D. Danielle Johnson

- Motion made by Sherry Forleo seconded by Virginia Yasko to approve the minutes of the October 18, 2024 meeting. Veronica Wood abstained.
- Motion made by Veronica Wood seconded by Sherry Forleo to approve the October consolidated voucher report. All in favor.
- Veronica Wood moved to approve the October MRVP voucher report. Sherry Forleo seconded it. All in favor.
- E.D. Johnson put Tom Joy on the phone to explain the Fiscal Year End statements. The fiscal year end certifications were presented to the board. Veronica Wood moved to approve the FYE Certifications, Sherry Forleo seconded. All in favor.
- E.D. Johnson presented the board with a change order for project#186114 Centerview Windows. Veronica Wood moved to approve the change order and Sherry Forleo seconded it. All in favor.
- E.D. Johnson presented the Board with a change order for project #186107 Fire Alarm Upgrade. Veronica Wood moved to approve the change order and Sherry Forleo seconded it. All in favor.
- E.D. Johnson proposed to the board the idea of maintenance personnel being able to use the authority vehicle when there is an upcoming snowstorm. This would allow them to safely drive to work with 4-wheel drive as well as have less vehicles on the property to maneuver around when clearing snow. This would be up to the discretion of the E.D. Veronica Wood moved to approve the vehicle use policy change and Virginia Yasko seconded it. All in favor.
- A change order for Project # 186116 Waters Street Renovation was presented to the Board. Veronica Wood moved to approve the change order and Sherry Forleo seconded it. All in favor.

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- E.D. Johnson informed the board that the project #186122 Fire Alarm Upgrade Phase 2 was ready to go out to bid. Veronica Wood moved to approve the project going out to bid. Sherry Forleo seconded it. All in favor.
- E.D. Johnson presented the board with PHN 2024-22 regarding the insurance renewal and price increase. Veronica Wood moved to approve the insurance policy and payment and Sherry Forleo seconded it. All in favor.
- E.D. Johnson informed the board that Project # 186116 Waters Street Renovation is ready for the Certificate of Substantial Completion. Veronica Wood moved to approve the CSC and Sherry Forleo seconded it. All in favor.
- The next meeting is scheduled for January 15, 2025 at 1 p.m.

Meeting adjourned at 1:45 p.m.