

# Millbury Housing Authority

## Minutes

January 18, 2023

Meeting convened at 1:04pm

- Motion by Veronica Wood, seconded by Lucy Chabot to accept the minutes of the December, 2022 meeting. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept the Consolidated Voucher Report in the amount of \$146,339.73. All in favor. Motion carried unanimously.
- Motion by Sherry Forleo, seconded by Lucy Chabot to accept the MRVP Report in the amount of \$2,713.00. All in favor. Motion carried unanimously.

At approximately 1:15 it was determined that we were not connected to Go to Meeting. The director tried to connect and wasn't able to. A tenant came in and the situation was explained to him. He wanted to stay, but because it wasn't open in person to the public this wasn't allowed.

The director continued try connecting to Go to Meeting but was unsuccessful. The Board decided to continue the meeting. The director would make a robo call after the meeting explaining the situation to the tenants, and answering any calls regarding the meeting.

Discussion: Parking, including the letter signed by two tenants, and the petition signed by sixty-two residents of Colonial Drive. The tenants are presently using what they call the "honor" system. The tenants "honor" the spot that is taken by long term tenants as their spot. As tenants leave, another tenant living in that building, or a nearby building would move into that spot. Seniority would also be "honored" in this situation. Due to a situation with a tenant, the petition requests that housing provide designated parking spots.

Carol stated that she contacted Sara O'Leary, attorney at DHCD, for guidance in this matter. Karen Ahlers, housing attorney, was on vacation. Sara contacted Mary Farrell, the housing asset manager, with suggestions. Mary emailed stating that if we decide to go with assigned parking, we would have to work with Karen Ahlers to ensure that the assignment of parking spaces is done equitably. She also said that

we may need to conduct a lottery to ensure that there is no preferential treatment, and for tenants to understand that their current parking spot is not their assigned spot. One Board member mentioned the possibility of painting the unit number in front of each parking space. It was decided that this was not feasible because there are more vehicles than parking spaces. After much discussion policy was set.

- Motion by Veronica Wood, seconded by Lucy Chabot to leave the parking as is; first come, first serve. There will be no designated parking, with the exception of visitor parking, at any of the housing developments. All in favor. Motion carried unanimously.

This motion supersedes the Centerview parking policy.

Discussion: Lockouts...Carol informed the Board that there are too many lockouts, many by the same tenants. She stated that she would have to check, but feels that there are more after-hours lockouts now than previously. Virginia Yasko felt that tenants couldn't afford to pay for lockouts. Veronica Wood felt that maybe \$25 was too much to charge. Lucy Chabot and Sherry Forleo felt that the tenants needed to be more responsible, and being charged would help with this. Carol stated that if it would help, the policy won't be put into effect until June 1<sup>st</sup>, 2023. She also stated that the authority would provide an extra key to hide, give a neighbor, etc. if the tenant had just one. The time will give the tenants time to get used to the idea, and also give us time to make new keys if necessary.

- Motion by Veronica Wood, seconded by Lucy Chabot to establish a lockout policy that will start June 1, 2023 that will allow one free after-hours lockout per tenant. After the first lockout the tenant will be charged \$25.00 for the second and all subsequent after-hours lockouts. All in favor. Motion carried unanimously.

Carol informed the Board that the administrative staff, starting immediately, will be working all day on Fridays for a total of 37.5 hours. They were not considered full time at the hours they were working, and that might affect their benefits. Changes in the personnel policy will be discussed at the next meeting.

The director's hours were also discussed.

- Motion by Veronica Wood, seconded by Sherry Forleo that the director's hours are 7:00am to 3:30pm daily for a total of 37.5 hours weekly. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Sherry Forleo to adjourn.

Meeting adjourned at 2:07pm

Next meeting scheduled on February 15, 2023

Respectfully Submitted,

Frances M. Gauthier  
Frances Gauthier

Veronica A. Wood  
Veronica Wood

Lucy Chabot  
Lucy Chabot

Carol A. Smith  
Carol A. Smith

Sherry Forleo  
Sherry Forleo

Virginia Yasko  
Virginia Yasko