

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

Meeting convened at 1:02 pm

Present: Chair Francis Gauthier, Commissioners Veronica Wood, Sherry Forleo
Others Present: E.D. Danielle Johnson, Accountant Tom Joy
Absent: Virginia Yasko

- Motion made by Veronica Wood seconded by Sherry Forleo to approve the minutes of the November 8, 2023 meeting. All in favor. Motion carried unanimously.
- Tom Joy presented the fiscal year end reports and the budget to the Board in great detail. He informed the Board that the State has increased the supervisor pay stipend for maintenance. Veronica Wood made a motion to increase the supervisor stipend from \$3.00 per hour to \$5.00 per hour. All in favor. Motion carried unanimously.
- Veronica Wood moved to approve the fiscal year end certifications, seconded by Sherry Forleo. All certifications were signed. All in favor. Motion carried unanimously.
- Veronica Wood moved that the proposed operating budget for program number 400-1 for fiscal year ending 2024 showing a total revenue of \$1,711,670.00 and total expenses of \$1,631,985.00 thereby requesting a subsidy of \$520,970.00 and further that the Executive director's salary of \$90,000.00 for fiscal year ending 9/30/2024 be submitted to EOHLC for its review and approval. Sherry Forleo, seconded the motion, which upon roll call, was passed by a vote of 3-0.
- Veronica Wood moved that the proposed operating budget for program MRVP for fiscal year ending 2024 showing a total revenue of \$33,000.00 and total expenses of \$33,200.0 thereby requesting a subsidy of \$32,000.00 and further that the Executive director's salary of \$90,000.00 for fiscal year ending 9/30/2024 be submitted to EOHLC for its review and approval. Sherry Forleo, seconded the motion, which upon roll call, was passed by a vote of 3-0.
- E.D. Johnson informed the Board that EOHLC announced an increase in funding for the RSC Coordinator Award. It will increase our award by \$10,00.00 bringing the total yearly award to \$60,000.00. She also spoke to the Board about the possibility of adding a second RSC Coordinator if

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

allowed. That will be discussed further at the next meeting. Sherry Forleo moved to accept the increase and Veronica Wood seconded the motion. All in favor. Motion carried unanimously.

- E.D. Johnson asked the Board to approve some tenant write offs in the amount of \$6263 as well as a tenant refund of \$42. Veronica Wood motioned to approve the write offs, seconded by Sherry Forleo. All in favor. Motion carried unanimously.
- The next meeting is scheduled for December 20, 2023 at 1 p.m.

Meeting adjourned at 2:09 p.m.