

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

12/20/2023

Meeting convened at 1:25 pm

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

Others Present: E.D. Danielle Johnson

Absent: Virginia Yasko

- Motion made by Veronica Wood seconded by Sherry Forleo to approve the minutes of the November 28, 2023 meeting. All in favor. Motion carried unanimously.
- Motion made by Veronica Wood seconded by Sherry Forleo to approve the November consolidated voucher report in the amount of \$105,625.86. All in favor. Motion carried unanimously.
- Veronica Wood moved to approve the November MRVP voucher report in the amount of \$3074.00. Sherry Forleo seconded it. All in favor. Motion carried unanimously.
- E.D. Johnson informed the Board that the low bid for project #186121 was reviewed by EOHLC and all references were checked and in order. Veronica Wood made a motion to accept the low bid and Sherry Forleo, seconded the motion. All in favor. Motion carried unanimously.
- E.D. Johnson explained biennial rent redeterminations to the Board. After a discussion, Veronica Wood moved that the MHA request a waiver of 760 CMR 6.04(4) to the annual rent redetermination for our c. 667 tenants. Sherry Forleo, seconded the motion. All in favor. Motion carried unanimously.
- E.D. Johnson presented the Board with the annual State Aided Insurance Program bill from Brown & Brown in the amount of \$57,845.00. Veronica Wood moved to accept the payment and Sherry Forleo seconded the motion. All in favor. Motion carried unanimously.
- E.D. Johnson discussed vacation accrual dates for all employees. She would like to make vacation accrual dates be January first for all employees. This would make it easier to keep track of and also prevent some employees from trying to use up unused time in the winter months when there is a need for snow removal. Veronica Wood motioned to approve the vacation

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accrual date, seconded by Sherry Forleo. All in favor. Motion carried unanimously.

- The next meeting is scheduled for January 24, 2024 at 1 p.m.

Meeting adjourned at 2:04 p.m.