

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

01/15/2025

Meeting convened at 1:11 pm

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

- Motion made by Veronica Wood seconded by Sherry Forleo to approve the minutes of the November 20, 2024 meeting. All in favor. Motion carried unanimously.
- Motion made by Veronica Wood seconded by Sherry Forleo to approve the November/December consolidated voucher report. All in favor. Motion carried unanimously.
- Veronica Wood moved to approve the November/December MRVP voucher report. Sherry Forleo seconded it. All in favor. Motion carried unanimously.
- E.D. Johnson informed the Board that the low bid (\$283,300) for project #186122 Fire Alarm Upgrade Phase 2 was reviewed by EOHLC and all references were checked and in order. Veronica Wood made a motion to accept the low bid and award the project and Sherry Forleo, seconded the motion. All in favor. Motion carried unanimously.
- E.D. Johnson presented the Certificate of Substantial Completion for project #186116 Total Rehab of 7 Waters Street. Veronica Wood moved to approve the CSC, Sherry Forleo, seconded the motion. All in favor. Motion carried unanimously.
- E.D. Johnson gave the Board an update on Centerview window project. All windows have been installed and the final check/walkthrough with the architect will be on 1/27/2025.
- E.D. Johnson presented the Board with the updated Air Conitioner policy for Centerview. Veronica Wood motioned to approve the AC policy, seconded by Sherry Forleo. All in favor. Motion carried unanimously.
- E.D. Johnson asked the Board to write off 3 vacated tenant balances totaling \$13670.25. Veronica Wood moved to write off the balances and Sherry Forleo seconded the motion.
- E.D. Johnson informed the Board that the Fire Alarm project is wrapping up at Memorial Dr. The Engineer and myself did a final walkthrough this week and everything looked good.

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- E.D. Johnson gave the Board an update on the elevators at 667-3 Centerview. The CIP revision was finally approved and an engineer has been assigned to the project. He is setting up a company to inspect both elevators and review a scope of work.
- The next meeting is scheduled for February 19, 2025 at 1 p.m.

Meeting adjourned at 1:50 p.m.