

RECEIVED
TOWN CLERK
2023 NOV -6 AM 10: 03
MILLBURY, MASS.

Millbury Housing Authority

Minutes

August 16, 2023

Meeting Convened at 1:10pm

All Present...Sherry Forleo attended remotely

- Motion by Virginia Yasko, seconded by Veronica Wood to accept the minutes of the July 26th minutes as read. All in favor. Motion carried unanimously
- Motion by Virginia Yasko, seconded by Veronica Wood to accept the July Consolidated Voucher Report in the amount of \$109,265.49. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept the July MRVP Report in the amount of \$2,745. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept the Automatic Laundry contract as amended. All in favor. Motion carried unanimously.

Discussion: Parking Policy

The Parking Policy, as written by Karen Ahlers and edited by Carol Smith. Karen stated that we need as many handicapped parking spots in the developments, as we have tenants who own vehicles and have handicapped placards. It was brought up that we wouldn't be to code, and Carol explained that Karen stated that anything we could presently offer for handicapped tenant parking is better than not offering any at all. When we are able to resurface the parking area and sidewalks in the developments, we will bring the handicapped parking to code.

- Motion by Veronica Wood, seconded by Sherry Forleo, to approve the Parking Policy. All in favor. Motion carried unanimously.

Discussion: Maternity Leave

Carol made the Board aware that while accommodations for women returning to work after giving birth were included in the Personnel Policy, there was nothing regarding maternity leave. It was determined that 8 weeks was the industry standard, but when the 8 weeks should start was discussed. It was decided that the 8 weeks would start when the baby was born. Sick time, vacation time and/or personal time would be used if time out was necessary prior to the birth.

- Motion by Frances Gauthier, seconded by Veronica Wood to approve eight (8) weeks paid maternity leave to start on the birth date of the baby. All in favor. Motion carried unanimously.

Discussion: Screening Committee

Frances Gauthier presented the four names she selected for the screening committee responsible for determining what applicants forwarded by Mass NAHRO, will be interviewed by the committee. The names are Frances Gauthier, Sherry Forleo, Juliette-Marie Somerset, and Carolyn Dik. After the interviews are completed, it will be the committee's responsibility to rate the applicants that they are going to refer to the entire Board. The Board of Commissioners will conduct a final interview to decide who will fill the position of the Executive Director. Hopefully this process will start next week.


Questions were asked by Virginia Yasko; could people apply without going through Mass NAHRO, would the Board have access to all of the submitted applications, who determined the committee members, why was the Chair allowed to be on the committee. All questions were answered by the Chair.

- Motion by Veronica Wood, seconded by Sherry Forleo to accept the committee members as presented. All in favor. Motion carried unanimously.

Carol reminded Virginia Yasko that she has not submitted her completion certificate for the state Ethics test. She said that she took the test, but she has a new computer and will have to take it again. She also stated that she does not receive emails from this office. Carol told her that she needs to check her computer to figure out why. The email address on file is correct.

The next meeting will be determined by the interview schedule and the hiring of the new director.

Respectfully submitted,

A handwritten signature in cursive script, reading "Frances M. Gauthier", written over a horizontal line.

Frances Gauthier

A handwritten signature in cursive script, reading "Carol A. Smith", written over a horizontal line.

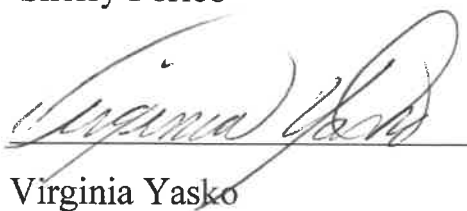
Carol A. Smith

A handwritten signature in cursive script, reading "Veronica A. Wood", written over a horizontal line.

Veronica Wood

A handwritten signature in cursive script, reading "Sherry Forleo", written over a horizontal line.

Sherry Forleo

A handwritten signature in cursive script, reading "Virginia Yasko", written over a horizontal line.

Virginia Yasko