

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
January 13, 2014

MEETING OPENED: 4:05 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman; Linda Brabant, Assistant Treasurer; Robert Demers, State Appointee; Melissa Maniscalco, Executive Director

ABSENT: Marc DiFruscia, Treasurer

1. Motion by Bob Demers, seconded by John Deputat, to approve the minutes of December 9, 2013 as presented. **Upon roll-call the motion passed by a vote of 4-0.**

2. Motion by John Deputat, seconded by Bob Demers, **unanimously voted to authorize and approve bills January 2014.**
 - a) The Director presented the MassNHARO Newsletter for January. The letter had some information in regards to DHCD's top priority for its FY 2015 budget. The top priority is resident services. MassNAHRO is requesting that there be set aside funds for resident services as well as resident coordinators. There is also a reminder that there has been no resolution in the quest to regionalize housing authorities. They are urging you to reach out to legislators to remind them what a great job they have done so far.

 - b) DHCD released a notice outlining the 2014 Allocated Plan for the Low Income Housing Tax Credit (LIHTC) Plan. The LIHTC is for developers who can apply for tax credits when developing low income housing. They have scheduled a public hearing on January 21, 2014 at 10:00am to solicit comments on the plan.

 - c) The director informed the board that 12 Pondview Lane is still vacant. The unit is expected to be leased up before the end of January. There are no other vacancies.

 - d) The director informed the board that the tenant coordinator, Elaine Palizzolo, slipped and fell outside her home and broke her leg. She needed surgery and the expected recovery time is 3-6 months. The director requested an increase in Liz Glover's hours from 17 hours to 25 hours,

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working on Mondays from 8-12, Tuesdays & Thursdays from 8-4 and Fridays from 8-1 to help out as well as bringing Corinne Delaney back for 10 hours per week working on Tuesdays & Wednesdays for 5 hours each day. Between the two they can take care of any work that needs to be done on Elaine's behalf until she is able to return to work.

3. A motion was made by Linda Brabant, seconded by John Deputat to approve to have Liz Glover increase her hours from 17 to 25 at the same rate of pay until Elaine is able to return to work as well as have Corinne Delaney come into the office on Tuesdays and Wednesdays for a total of 10 hours per week at the same rate of pay that Elaine receives until Elaine is able to return to work. **Upon roll-call the motion passed by a vote of 4-0**

e) The director informed the board that due to a glitch in the new Section 3 Reporting System, the deadline for reporting has been extended. A new deadline date will not be issued until the system is back up and running. No one will be held in no- compliance with reporting due to this issue.

f) The Villa at Meadowview (202 project) continues to progress. They are still expected to be ready for mid-June occupancy. The director and Corinne Delaney have been working closely with Elder Services on the Marketing Plan and Management Agreement. They expect to begin marketing for the lottery in March and hold the lottery sometime in April. The housing authority, as the lottery agent, will receive approximately \$10,000.00 to \$12,000.00 for lottery services.

g) The hall renovation at Carnation Dr. is about 50% complete. Work should be completed in about two weeks. The main priority will be to get the laundry room back in service as soon as the floor is laid. The director was able to get an upgrade on the old machines from MacGray.

h) The contract documents for the Pondview Lane Siding Project have been approved by DHCD. The contractor, Homer Contracting Inc. of Arlington, MA, has an approved bid of \$265,850.00. A preconstruction kick off meeting is being held at the housing office on January 23, 2014.

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i) The director presented the proposed the Pet Policy after looking into the concerns that were voiced at last month's board meeting. The main concern was if we were to eliminate the requirement for renter insurance would the authority be held liable if something should happen between the pet and another person on housing property. The director spoke with the DHCD management rep, Tommy Lee, and he stated that if we had all of the required pet documentation according to our most current Pet Policy in our tenant files, should a claim arise we would be fully insured through DHCD's liability insurance.

4. A motion was made by Linda Brabant, seconded by Bob Demers, to approve the revised Pet Policy as presented and also eliminate the requirement for tenants to carry renter insurance. **Upon roll-call the motion passed by a vote of 4-0.**

j) The fee accountant had presented a proposed budget for FY 2014 at the last board meeting. The board voted to approve to enter into a one year contract with executive director in the amount of \$60,696.00. Upon review, DHCD calculated the director's salary to be set at \$60,851.00. The fee accountant presented a revised budget to include the adjusted salary at \$60,851.00.

5. A motion was made by Linda Brabant, seconded by Bob Demers to approve the amended budget for FY 2014 as presented to include the director's contract salary of \$60,851.00. **Upon roll-call the motion passed by a vote of 4-0.**

k) The director informed the board that she went to a meeting with the Conservation Commission in regards to the dumpster pad placement at Carnation Dr. as a part of the Dumpster Pad Improvement Project. The proposed pad encroaches onto conservation land. After a brief discussion, the Conservation Commission voted to approve the proposed placement of the dumpster pad. The next step is to submit the application for approval from the Fire Department and the DPW.

l) The director had a teleconference with Joel Arnold of Cyber Sense. He is hired by DHCD to help housing authorities formulate and submit their 5yr plan. During the teleconference they were able to complete and submit the Tewksbury Housing Authority's 5 yr plan. The plan's projects include new walkways, improved outdoor lighting and bedroom windows for Carnation Dr. and walk-in showers for Saunders Circle.

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6. A motion was made by Lind Brabant, seconded by Bob Demers to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

Meeting adjourned 5:30 P.M.

Minutes Approved on 2/10/14