

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
February 10, 2014

MEETING OPENED: 4:20 pm

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

ALSO PRESENT: Lauren O'Neil, Student at UMass Lowell

ABSENT: None

Lauren O'Neil is sitting in on the meeting today. She is a student at U Mass Lowell and is writing a paper for one of her classes.

1. Motion by Linda Brabant, seconded by Bob Demers, to approve the minutes of January 13, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**

2. Motion by John Deputat, seconded by Marc DiFruscia, **unanimously voted to authorize and approve bills February 2014.**

a) The Director presented the MassNHARO Newsletter for February. The letter had just come via email and the director did not have a chance to go through the letter. Nothing immediately jumped out at her. She advised the board to look through it for any information.

b) DHCD released notices 2014-01 and 2014-2. Notice 2014-1 was a notice about a new small project standard invoice protocol. This is for small formula funded projects costing \$25,000 or less. This will help organize and expedite project payment and closeout. Notice 2014-02 is a notice about the High Leverage Asset Preservation Program (HILAPP). It is a complement to formula funding intended to help housing authorities who have significant capital needs that cannot be sufficiently address with formula funding. This funding is to help preserve as many units as possible. Currently the THA is not in need of this type of funding.

c) The director informed the board that 25 Carnation Dr. is vacant. The unit is expected to be leased up by March 1st. There are no other vacancies.

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d) The Tewksbury Housing Authority's 2013 annual report is ready to be submitted to the town. It states that the family waitlist remains closed due to the limited number of units versus the number of applicants currently on the waitlist. All of our applications can be found at the housing office or online through the town's website. A number of renovations occurred during the year. The Delaney Drive development received new roof and plumbing exhaust vents. The renovations at Carnation Dr. include a new fire alarm system, additional parking spaces and Community Hall renovations. The new 202 project is progressing with the construction phase and is expected to be complete by June of 2014. The authority has entered into one (1) Affordability Monitoring Agreement, as well as assist in one (1) resale of an affordable unit.

e) The director informed the board that she received a confirmation letter from the Inspector General's office about an MCPPO training class. The letter was sent out in error but ironically the class in questions is the same training class that the director needs to take to complete her MCPPO Certification. When she called the IG's office they told her there was room available for her to join the class. She will be taking the Supplies and Services Contracting training from Feb 25-27.

f) The director informed the board that she had been notified in December that the Village Green Apartments were going to be under new ownership. She recently received a call from the current owners and was told that the buyers backed out on the day of the closing. There are no plans to put it on the market.

g) The director informed the board that the housing authority was a recipient of Health and Safety Initiative Awards. Back in October of 2013 DHCD was accepting applications for these initiatives. Among the awards given Tewksbury housing was awarded \$25,300.00 to replace old windows at the Saunders Circle Development and \$ 20,160.00 to replace old toilets and showerheads at both Saunders Circle and Carnation Dr. DHCD is expecting these projects to be completed by June 30, 2014.

h) The director informed the board that the maintenance man Mike Houston walked into the community hall at Delaney Dr. and found a large puddle of water soaking the floor in the laundry room and the carpeted area around the outside of the laundry area. Upon inspection, Mike could not locate where the water had come from. He feels that someone may have tampered with the washing machines because there was a picture hanging on the wall in the laundry room and it was taken down and hidden in another part of the hall. The board would like the director to get a quote on a security camera system to keep on file if something should happen again.

i) 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 continue to work with Elder Services on the Marketing Plan and Management Agreement. They expect to begin marketing for the lottery sometime in March and hold the lottery sometime in April.

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j) The hall renovation at Carnation Dr. is about 75% complete. The tile flooring is on back order. It is expected to arrive in about two weeks. Due to the delay, the next job meeting will be held on February 20, 2014.

k) The kick off meeting for the Pondview Lane Siding Project was held on January 23, 2014. A notice to proceed was issued to the contractor, Homer Contracting, for work to start on March 17, 2014. The contractor will have 90 days to complete the job.

l) The director informed the board that the architect for the Saunders Circle roof project was just about finished with his construction documents. We are still looking to go out to bid sometime in the spring.

m) The director informed the board that she received the sign off from the Conservation Commission on the dumpster pad placement at Carnation Dr. The application has been submitted to the DPW for their approval.

n) The director informed the board she was looking into keeping the family waitlist closed. Upon doing some research it was found that the previous director, Drew Vernalia, had received correspondence from DHCD that stated the waitlist was approved to be closed to all standard applicants. Only emergency applicants with priorities 1-3 were to be placed on the waitlist. This was to be for a one year period and expired on April 1, 2013. Upon reopening the waitlist, a waitlist lottery was to be held. This information was never relayed to the office staff. We have continued to not accept family applications not knowing about the 1 year expiration. The director contacted the authority's Management Representative, Tommy Lee, and is waiting to hear back from him to see how to proceed with the waitlist closure or non-closure.

3. A motion was made by Lind Brabant, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

Meeting adjourned 5:20 P.M.

Minutes Approved on 3/10/14