

**TEWKSBURY HOUSING AUTHORITY  
REGULAR MEETING  
February 10, 2015**

**MEETING OPENED: 4:20 pm**

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

**ABSENT:** Marc DiFruscia, Treasurer

1. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of January 13, 2015 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
2. Motion by Linda Brabant, seconded by John Deputat, **unanimously voted to authorize and approve bills for February 2015.**

a) DHCD released notice 2015-1, 2015-2, 2015-3 & 2015-4. 2015-1 is information about benefits and risks to housing authorities in regards to the Net Metering Program. 2015-2 is a notice to remind authorities to check on its residents throughout the impending blizzard and to make sure there is an emergency response plan in place. The notice also provided contact information should there be any damage claim as a result from the storm. 2015-3 is a notice about the newly mandated Agreed Upon Procedures (AUP). A prior notice gave authorities a specific timeline to have the AUP performed. Upon further review it was decided that there are a number of potential challenges with the process that need to be resolved. DHCD is suspending the implementation until further notice. 2015-4 is about safety measures involving gas vents and intakes. DHCD would like all authorities to make sure all vents are free and clear of snow at each development.

b) The director informed the board of unit vacancies. 39 CD will be leased up by next week. Elaine is working on lining up new tenants for units 71 & 80 CD. There are no other vacancies at this time.

c) Elaine Palizzolo is now officially retired. The person taking her place is from Bedford Housing Authority. Her name is Cheryl McDonald and she will be starting on Tuesday, February 17<sup>th</sup>. Elaine will stay temporarily for training purposes.

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d) The Tewksbury Housing Authority's 2015 Capital Improvement Plan (CIP) has been approved by DHCD. It includes rehabbing the two bathrooms at 7 Pondview Lane.

e) DHCD has submitted amendment #3 to the authority's Capital Improvement Work Plan 5001 in the amount of \$43,200.00. \$29,200.00 was a health and safety initiative award for window replacement at Saunders Circle. \$14,000.00 was awarded in sustainability funding for toilet and showerhead replacement at all 705 family units.

3. Motion made by Linda Brabant, seconded by Bob Demers to approve the Capital Improvement Plan amendment #3 in the amount of \$43,200.00. This reflects funding for a health and safety initiative as well as sustainability funds For showerhead and toilet replacement. **Upon roll-call the motion passed by a vote of 4-0.**

f) The director informed the board that a REAC inspection will take place at Delaney Drive on February 19, 2015.

g) The director informed the board that the Saunders Circle Window Replacement Project is scheduled to start on February 17, 2015. The contractor, Andrew Pochobut of East Coast Contracting Group, Inc of Bedford, MA will be replacing 85 older style windows with new energy efficient windows.

h) The director updated the parking and snow removal policy in the tenant handbook for the boards review and approval. The updates will include assigning parking spaces only to tenants who have registered vehicles as well as asking tenants to keep their vehicle in their assigned parking space during a snow storm unless otherwise notified by maintenance to move the vehicle to another spot.

4. Motion by Bob Demers, seconded by John Deputat to approve to update the tenants handbook to include assigning parking spaces only to tenants who have registered vehicles as well as asking tenants to keep their vehicle in their assigned parking space during a snow storm unless otherwise notified by maintenance to move the vehicle to another spot. **Upon roll-call the motion passed by a vote of 4-0.**

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i) The director would like to update the software the office currently uses for email service. They are on an outdated POP server that has limited capabilities. The new software is Microsoft Office 365. The new software is a cloud based system which will allow office personnel to share email contacts and calendars. Each email will have 50GB per user, Lync online and Office ProPlus.

5. Motion by Linda Brabant, seconded by Bob Demers to approve to update the office email server from POP to Office 365. **Upon Roll-call the motion passed by a vote of 4-0.**

j) The director submitted the SEMAP for 2014.

6. Motion by Linda Brabant, seconded by John Deputat to approve the 2014 SEMAP as presented. **Upon Roll-call the motion passed by a vote of 4-0.**

k) The family housing waitlist is scheduled to reopen on March 10, 2015. It has been closed for the last two years to all standard applications due to the amount of people on the waiting list and the average wait time for a unit exceeding 10 years. The authority is currently purging its waitlist. This will help reduce the amount of people currently on the list. The authority is looking to re-open the waiting list again to all applicants.

7. Motion by Linda Brabant, seconded by John Deputat to approve Reopening the family housing waitlist to all applicants beginning March 10, 2015. **Upon Roll-call the motion passed by a vote of 4-0.**

l) There was a brief discussion on the protocol when it comes to cycle paint and carpet replacement when a tenant has been in a unit for a significant amount of time. It was agreed that it would be acceptable to repaint a unit after 10 years if the tenant requested their unit to be repainted. If a request is made for carpet replacement after a unit has been occupied by a tenant for 10 years or more, the authority would use judgment on whether the carpet can be professionally cleaned or need to be replaced if worn, torn or creates a safety hazard for the tenant.

8. Motion by John Deputat, seconded by Linda Brabant to approve repainting a unit upon tenants request if they have lived in the unit 10 years or longer, and to use judgment on carpet replacement if requested by a tenant who has been in their unit for 10 years or longer. **Upon Roll-call the motion passed by a vote of 4-0.**

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m) The director presented to the board an updated CFP 5 year and annual plan. The plan includes bathroom rehab- 2015, front entry door replacement-2016, storm door replacement and landscaping-2017 and fire alarm upgrade- 2018 &2019 at the Delaney Drive development.

9. Motion by John Deputat, seconded by Bob Demers to approve the updated CFP 5 year and annual plan for Delaney Drive.

**Upon Roll-call the motion passed by a vote of 4-0.**

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

**Meeting adjourned 5:50 P.M.**

**Minutes Approved on 3/9/15**