

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**March 10, 2014**

**MEETING OPENED: 4:00 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:** Rich Conlon, Fee Accountant; Paul Palizzolo, husband of Tenant Coordinator Elaine Palizzolo, Cheryl Wight, Tenant

**ABSENT:** None

Paul Palizzolo came to the meeting today on behalf of his wife Elaine Palizzolo in regards to her leg injury and her request to go on Family Medical Leave until she is able to return to work.

a) There was a brief discussion in regards to the state tenant coordinator, Elaine Palizzolo. Her husband Paul is at the meeting on her behalf. She is unable to get out of the house due to her leg injury. Her paid time off will run out on March 26, 2014. She would like to request to go on Family Medical Leave until her return. Her next doctor's appointment is on April 3, 2014. At that time she will provide the director with a doctor's note stating the amount of time that will be needed before she would be able to return to work. While she is on medical leave she will be responsible to pay her employee share of her medical insurance. She can choose to pay it in a lump sum up front or pay on a weekly basis.

At 4:25pm a motion was made to close all discussion to the public in regards to the tenant coordinator, Elaine Palizzolo.

1. Motion by Marc Difruscia, seconded by Linda Brabant, to close all discussion from the public in regards to Elaine Palizzolo. **Upon roll-call the motion passed by a vote of 5-0.**
  
2. Motion by Linda Brabant, seconded by Bob Demers to approve to have Elaine go on Family Medical Leave once her paid time off runs out. She will notify the director on whether she will pay on a weekly basis or pay in a lump sum. **Upon roll-call the motion passed by a vote of 5-0.**

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Rich Conlon is here to go over the fiscal Year Ends for 2013 and to go over the budget for 2014.

The fee accountant presented Federal Budget Revision #2 for 2014 as well as the original State Budget for 2014 to reflect the adjustment made for the state approved salaries.

3. A motion was made by Linda Brabant, seconded by Bob Demers, to approve Operating Budget Revision #2 for the MA139 Housing Program for Fiscal Year Ending 12/31/2014, showing Total Revenue of \$301,950.00 and Total Operating Expenses of \$379,784.00. **Upon roll-call the motion passed by a vote of 5-0.**
4. A motion was made by Marc DiFruscia, seconded by John Deputat to approve Operating Budget Revision #2 for the Section 8 Housing Choice Voucher Program for Fiscal Year Ending 12/31/2014, showing Total Revenue of \$98,920.00 and Total Expenses of \$89,229.00. **Upon roll-call the motion passed by a vote of 5-0.**
5. A motion was made by Bob Demers, seconded by Linda Brabant to approve the original Operating Budget for State Aided Housing Chapter 667, Program Number 400-1 State Budget as amended for the Fiscal Year Ending 12/31/2014 showing Total Revenue of \$830,500.00 and Total Expenses of \$981,986.00. **Upon roll-call the motion passed by a vote of 5-0.**
6. A motion was made by Marc DiFruscia, seconded by John Deputat to approve the original Operating Budget for State Aided Housing Chapter 689, Program Number 689-1 as amended for the Fiscal Year ending 12/31/2014 showing a Total Revenue of \$30,620.00 and Total Expenses of \$55,120.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call the motion passed by a vote of 5-0.**
7. A motion was made by Bob Demers, seconded by Linda Brabant to approve the original Operating Budget for State Aided Housing Chapter 689, Program Number 689-9 as amended for the Fiscal Year ending 12/31/2014 Showing Total Revenue of \$38,100.00 and Total Expenses of \$55,598.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call the motion passed by a vote of 5-0.**

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8. A motion was made by Marc DiFruscia, seconded by John Deputat to approve the original Operating Budget as for State Aided Housing Chapter 689, Program Number 689-A as amended for the Fiscal Year ending 12/31/2014 showing Total Revenue of \$28,486.00 and Total Expenses of \$36,986.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call the motion passed by a vote of 5-0.**

9. A motion was made by Linda Brabant, seconded by John Deputat to approve the Operating Budget Revision #2 for the Affordable Housing Program for Fiscal Year Ending 12/31/2014, showing Total Revenue of \$39,360.00 and Total Expenses of \$52,564.00. **Upon roll-call the motion passed by a vote of 5-0.**

b) The director informed the board the she would like to submit an application to DHCD to keep the family waitlist closed. The expected wait for all bedroom sizes is over ten years. The director is looking for board to approve submitting the application to DHCD to close each bedroom size.

10. A motion was made by Marc DiFruscia, seconded by John Deputat to approve to submit a request to DHCD to close the family waitlist to all applicants requesting a two bedroom unit. **Upon Roll-call the motion passed by a vote of 5-0.**

11. A motion was made by Bob Demers, seconded by Linda Brabant to approve to submit a request to DHCD to close the family waitlist to all applicants requesting a three bedroom unit. **Upon Roll-call the motion passed by a vote of 5-0.**

12. A motion was made by Linda Brabant, seconded by Marc DiFruscia to approve to submit a request to DHCD to close the family waitlist to all applicants requesting a four bedroom unit. **Upon Roll-call the motion passed by a vote of 5-0.**

The fee accountant, Rich Conlon, went over the year end reports for FY 2013 with the board.

13. A motion was made by Bob Demers, seconded by Linda Brabant to approve the year end reports as presented. **Upon roll-call the motion passed by a vote of 5-0.**

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14. Motion by Bob Demers, seconded by John Deputat, to approve the minutes of February 10, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
  
  15. Motion by Marc DiFruscia, seconded by Bob Demers, **unanimously voted to authorize and approve bills March 2014.**
- c) The Director presented the MassNHARO Newsletter for March. The newsletter had information in it still urging all housing authorities and it board members to reach out to their legislatures in support of house bill 1094 which is to preserve local governance of local housing authorities instead of Governor Patrick's proposed regionalization of housing authorities. There was also an announcement that DHCD's Associate Director, Elizabeth Heyer, will be leaving DHCD on March 21, 2014 to pursue another career opportunity.
- d) DHCD released notices 2014-03 and 2014-4. Notice 2014-3 is a notice about the Mass Learning, Employment and Assets Program (LEAP). THA currently does not participate in LEAP. We are a small authority with a limited number of families and there is a minimum requirement of at least 50 participants per site. Notice 2014-3 is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel.
- e) The director informed the board that 25 Carnation Dr. is no longer vacant. There are no other vacancies at this time.
- f) The director informed the board that negotiations are still going on between the town of Tewksbury and the new owners of Shawsheen Place. There are still hopes to keep the 77 units on the towns affordable housing inventory.
- g) The director had the board sign a lead paint certification for FY 2013. This is a yearly submission that is required by DHCD.
- h) The housing authority received a Formula Funding award letter for FY 16 & FY 17. The total award is in the amount of \$430,770.00 with \$215,385.00 targeted for FY 16 and \$215,385.00 targeted for FY 17. These funds are used to implement capital improvements at the authorities state developments.

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- i) The director informed the board that there is a Fair Housing Accessibility Training in Boston on April 8, 2014. She would like to try to attend the training if possible. The director feels it may be beneficial in regards to the new 202 development that is expected to start occupancy in the early summer.
  
- j) The bookkeeper, Lorraine Maniscalco, has submitted a letter to the board of directors announcing her retirement. Her last day of work will be on June 30, 2014.
  
- k) The Villa at Meadowview (202 project) continues to progress. They are still expected to be ready for mid-June occupancy. The director showed the board a copy of the Management Agreement that will be used for managing the project. They expect to begin marketing for the lottery soon. An invoice for \$6,400.00 was sent to Elder Services for the initial startup of the lottery phase, the total cost of lottery services will be \$12,800.00 plus reimbursable expenses.
  
- l) The hall renovation at Carnation Dr. is about 95% complete. The contractor, TED Contracting, needs to do some small things such as install mirrors and soap dispensers in the bathroom and install the backsplash in the kitchen area. Once complete he will do a final cleaning of the hall. The front door assembly is on order and will be installed when delivered. He will return in the spring to complete the pavement and parking area outside.
  
- m) The Pondview Lane Siding Project is scheduled to begin on Monday March 17, 2014. The architect, Nilsson Siden, dropped off color samples of the siding to be picked out by the THA for the buildings located at Pondview Lane and Roy Way.
  
- n) The director informed the board that the architect, Antonio Gomes Architect, for the Saunders Circle roof project submitted his 100% construction documents to DHCD for approval. Once approved, the job will be ready to go out to bid.
  
- o) 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.
  
- p) The director informed the board that there was a second flooding incident at the community hall at Delaney Dr. The maintenance man Mike Houston, again found a large puddle of water soaking the floor in the laundry room and the carpeted area around the outside of the laundry

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area. Upon inspection, Mike could not locate where the water had come from as was in the first case. He still feels that someone may have tampered with the washing machines or slop sink in laundry room. The director was able to get a quote from East Coast Security for a security camera system in the amount of \$3,385.00.

16. Motion by John Deputat, seconded by Bob Demers to approve the installation of a security camera system for the community hall at Delaney Dr. in the amount of \$3,385.00 from East Coast Security. **Upon Roll-call the motion passed by a vote of 5-0.**

q) The director submitted the SEMAP for 2013.

17. Motion by Linda Brabant, seconded by Marc DiFruscia to approve the SEMAP for 2013 as presented. **Upon Roll-call the motion passed by a vote of 5-0.**

r) John Sullivan, owner of Fahey Place Apartments, called the authority and would like to meet with the director to discuss different options in regards to possibly managing the property and also discuss the possibility of future management of another property he owns.

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

**Meeting adjourned 5:30 P.M.**

**Minutes Approved on 4/14/14**