

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
May 11, 2015

MEETING OPENED: 4:40 pm

PRESENT: Louise A. Gearty, Chairman; Linda Brabant; Marc DiFruscia, Treasurer;
Melissa Maniscalco, Executive Director

ABSENT: John Deputat, Vice Chairman; Robert Demers, State Appointee

1. Motion by Marc DiFruscia, seconded by Linda Brabant to table reorganization of the board to the next scheduled board meeting. **Upon roll-call the motion passed by a vote of 3-0.**
 2. Motion by Linda Brabant, seconded by Marc DiFruscia, to approve the minutes of April 13, 2015 as presented. **Upon roll-call the motion passed by a vote of 3-0.**
 3. Motion by Linda Brabant, seconded by Marc DiFruscia, **unanimously voted to authorize and approve bills for May 2015.**
- a) DHCD released notice 2015-5-May, 2015-12, 2015-13 & Snow exemption letter. 2015-5-May is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2015-12 is a notice that requires all housing authorities to import waiting list data for all State-aided public housing waitlists onto DHCD's Interchange system. This information is critical to the implementation of the new Centralized Waiting list to be piloted later this spring. 2015-13 is to inform housing authorities that federal disaster aid has been made available to authorities who sustained damage to facilities during the blizzard of Jan26-28, 2015. DHCD issued Tewksbury Housing a letter stating that \$13,900.00 was awarded as reimbursement for rooftop snow removal. This money will be added to the FY15 operating budget.
- b) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/15 to 3/31/15. She explained that both the labor and contract costs are over budget. This is primarily due to snow removal costs. DHCD has provided a budget exemption of \$13,900.00 for the state-aided units. The director is keeping an eye on those line items. They should level off in time.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
May 11, 2015

- c) The Director presented the MassNAHRO Newsletter for May. The FY16 state budget will provide \$500,000.00 in local funds to help implement changes in the mandates of the new Public Housing law. DHCD also received an additional \$800,000.00 for tenant surveys, board member training and operation of the centralized waiting list.

 - d) The director informed the board of unit vacancies. Units 32DD, 74, 46 & 48CD are currently vacant. Tenant are lined up for both 32DD & 74CD. The tenant coordinator is currently working on lining up new tenants for 46 & 48 CD.

 - e) The director informed the board that the Villa at Meadowview annual board meeting will take place at the Villa property on Wed 5/13/15.

 - f) The director informed the board that a trip and fall claim that occurred back in 2011 is now ready for trial. The court date was scheduled for May 12, 2015 but will now be rescheduled to sometime in July.

 - g) The director informed the board that the 705 low flow toilet and showerhead replacement project proposal deadline was on May 6, 2015. The low bid came in from Boyers & Sons Mechanical of Marblehead, MA in the amount of \$10,500.00. They have done the same project at two other housing authorities. The director would like the board's approval to accept the low bid pending favorable references.
4. Motion by Marc DiFruscia, seconded by Linda Brabant to approve to the low bid of \$10,500.00 from Boyers & Sons Mechanical of Marblehead, MA upon favorable references. **Upon roll-call the motion passed by a vote of 3-0.**
5. A motion was made by Marc DiFruscia, seconded by Linda Brabant to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 3-0.**

Meeting adjourned 5:00 P.M.

Minutes Approved on 6/8/15