

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**May 12, 2014**

**MEETING OPENED: 4:25 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

**ABSENT:** None

*Annual Meeting of the Authority, the first order of business  
election of officers.*

**Election of Officers**

1. Motion by Marc DiFruscia, seconded by John Deputat, unanimously voted to nominate Louise A. Gearty for the Office of Chairman, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Louise A. Gearty was declared to be elected to the office of Chairman.**
  
2. Motion by Linda Brabant, seconded by Bob Demers, unanimously voted to nominate John Deputat for the Office of Vice Chairman, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, John Deputat was declared to be elected to the office of Vice Chairman.**
  
3. Motion by Linda Brabant, seconded by Bob Demers, unanimously voted to nominate Marc DiFruscia for the Office of Treasurer, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Marc DiFruscia was declared to be elected to the office of Treasurer.**
  
4. Motion by Linda Brabant, seconded by John Deputat, unanimously voted to nominate Bob Demers for the Office of Assistant Treasurer, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Bob Demers was declared to be elected to the office of Assistant Treasurer.**

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5. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of April 14, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
  
  6. Motion by John Deputat, seconded by Linda Brabant, **unanimously voted to authorize and approve bills for May 2014.**
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- a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 3/31/14. She explained that on the 400-1 program the labor costs and contract costs are now leveling off from the costs incurred from the excessive snow we had over the winter.
  
  - b) DHCD released notices 2014-04-May, 2014-10 and 2014-11. Notice 2014-04-May is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-10 is a notice about DHCD's first step in implementing a training curriculum for board members. They have put out a training manual that has the tools and references necessary for board members to do their job. 2014-11 is a notice about the DHCD's Transitional Housing Program. They are looking for letters of interest from housing authorities who intend to apply for the program. Tewksbury Housing will not apply for the program. The minimum requirement is that each housing authority must commit a minimum of ten family housing units or a minimum of four housing units plus partner up with another authority for a regional consortium. Tewksbury housing does not have enough family housing units to provide the minimum units required for the program.
  
  - c) The Director presented the MassNHARO Newsletter for May. The newsletter had information in it regarding MassNHARO's annual conference in May. There was a brief update on the reform legislation just stating that MassNHARO is continuing to work hard to draft a compromise bill.
  
  - d) The director informed the board of unit vacancies. Units 19 & 2 Delaney Dr. are vacant. There is a tenant lined up for #19 and # 2 was just vacated. 9 Pondview Lane will be vacated by the end of May. There are no other vacancies at this time.
  
  - e) The director informed the board that Elaine was given the ok to start back to work for 5 hours a day, 2 days per week until she is able to tolerate additional hours. Her first day back was May 12, 2014.

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f) The Villa at Meadowview (202 project) is almost complete. They are expecting to occupy units by July 1, 2014. Applications for the lottery were accepted until May 9, 2014. Approximately 90 applications were submitted. A computer generated lottery will be held on May 21, 2014.

g) The hall renovation at Carnation Dr. is about 95% complete. The contractor, TED Contracting, has not performed the remaining work to be completed. The director spoke with DHCD construction advisor, Bob Watt, and it was recommended that the authority have the architect send TED a 7 day notice to perform or he will be terminated from the job and the THA will reserve their right to complete the work on their own. The notice was set to go out on May 13, 2014.

h) The Pondview Lane Siding Project is under way. Roy Way, 1, 4 & 7 Pondview Lane are complete. The siders are now working on 8 & 9 Pondview. There are slightly behind schedule due to unfavorable weather conditions.

i) The director informed the board that the Saunders Circle roof project went out to bid on May 1, 2014. The low bidder, One Way Painting & Roofing, had to withdraw their bid because they bid alternate #1 incorrectly. The next low bid came from P.O. Roofing, LLC for a base bid of \$139,710.00, Alternate #1 for \$23,952.00 and alternate #2 for \$3,992.00. Current funding will only allow for the base bid to be accepted by the authority upon favorable references and DHCD approval.

7. Motion by Linda Brabant, seconded by Marc DiFruscia to approve to accept the base bid from P.O. Roofing, LLC in the amount of \$139,710.00 pending reference checks and DHCD approval. **Upon Roll-call the motion passed by a vote of 5-0.**

j) The director informed the board that she received the contract package in the mail from Danco Management, Inc. for the Delaney Dr. bathroom renovations project. The architect, Ray Guertin, is going to try and schedule a kick off meeting for later in the week.

k) The director put in a request for the board to approve to increase the Administrative Assistant, Liz Glover's, salary by \$1.00 per hour. She is approaching her 1 year mark working at the authority and in the year that she has been here her work ethic is above and beyond what is expected. She has increased her responsibilities to include the new Villa at Meadowview lottery and 40B resales. She has also filled in for Elaine while she has been out on medical leave.

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8. Motion by John Deputat, seconded by Bob Demers to approve a \$1.00 per hour increase in Liz Glover's pay effective on May 27, 2014. **Upon Roll-call the motion passed by a vote of 5-0.**
  
9. A motion was made by Bob Demers, seconded by Linda Brabant to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

**Meeting adjourned 5:15 P.M.**

**Minutes Approved on 6/16/14**