

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
June 16, 2014

MEETING OPENED: 4:05 pm

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

ABSENT: None

1. Motion by Linda Brabant, seconded by John Deputat, to approve the minutes of May 12, 2014 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
2. Motion by Marc DiFruscia, seconded by John Deputat, **unanimously voted to authorize and approve bills for June 2014.**

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 4/30/14. She explained that all programs are currently running within the budget for 2014.

Bob Demers entered the meeting.

b) DHCD released notices 2014-04-June and 2014-12. Notice 2014-04-June is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-12 is a notice about DHCD's Facility Condition and Accessibility Assessment for State-Aided public housing. DHCD has hired consultants to perform these assessments and gather information for all facilities at all housing authorities. DHCD uses this information to plan for and properly allocate Formula Funding to each authority based on their needs. Beginning in July, the consultants will contact housing authorities to arrange a visit to the sites to perform new assessments to update their information.

c) The Director presented the MassNAHRO Newsletter for June. The newsletter had information in it regarding grant money that was awarded to local housing authorities to refurbish vacant units to be able to have them reoccupied. Mass state legislature voted to reduce public housing subsidy from \$64.3 million to \$64 million for FY 2015. It's estimated that tenant rents pay 75% of the total operating costs for state aided public housing.

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d) The director informed the board of unit vacancies. Unit 9 Pondview Lane and 22 and 35 Carnation Dr. are vacant. There are no other vacancies at this time.

e) The Villa at Meadowview (202 project) is complete. Certificate of occupancy was issued on June 6, 2014 and Elder Services turned the building over to the housing authority. Tenant selection is underway. Units will be tenanted beginning on July 1, 2014.

f) The director informed the board that the Federal Audit will take place beginning on June 23, 2014. It is expected to last about three days.

g) All work for the hall renovation at Carnation Dr. has been complete with the exception of the new front door. It is on order and is expected to arrive on June 23, 2014.

h) The Pondview Lane Siding Project continues to progress. They are about 50% complete. They remain behind schedule due to unfavorable weather conditions.

i) The director informed the board that the Saunders Circle roof project is getting ready to begin. The pre-construction meeting was held on June 10, 2014 and the notice to proceed was issued to PO Roofing. They have 90 days to complete the project.

j) The director informed the board that the Delaney Dr. bathroom renovations project has started. Danco Management is the contractor for the project and they are completing two bathrooms a day. The architect, housing director and housing maintenance are all pleased with their work.

k) Elder Services has submitted the final draft of the Villa at Meadowview Management Agreement. The director reviewed it and is looking for the boards review and approval to enter into a one year contract for management beginning on June 16, 2014.

3. Motion was made by Linda Brabant, seconded by Bob Demers to approve the Villa at Meadowview Management Agreement for a period of one year beginning on June 16, 2014. **Upon Roll-call the motion passed by a vote of 5-0.**

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l) The director approached the board in regard to the management of the Villa at Meadowview and the directors compensation for managing the property. A calculation was formulated based on the current number of units the authority now manages divided by her current salary of \$60,696.00. It breaks down to approximately \$178.00 per unit. The board agreed that a salary increase of \$6,000.00 per year for managing the property was appropriate.

4. Motion was made by Bob Demers, seconded by Marc DiFruscia to approve a \$6,000.00 increase to the executive directors salary for the management of the Villa at Meadowview effective beginning July 1, 2014. **Upon Roll-call the motion passed by a vote of 5-0.**

m) The director spoke to the board in regards to the part time groundskeeper/custodian, James Lessard. She would like to hire him as the groundskeeper/custodian for the Villa at Meadowview. He currently works 18 hours per week for the authority. She would like to increase his position to fulltime at 40 hours per week and allocate the additional 22 hours to the Villa at Meadowview.

5. Motion was made by Marc DiFruscia, seconded by Bob Demers to approve a fulltime position for James Lessard allocating 18 hours to the housing authority and 22 hours to the Villa at Meadowview for a total of 40 hours per week beginning on June 23, 2014. **Upon Roll-call the motion passed by a vote of 5-0.**

n) The director informed the board that the Carnation Drive window replacement project is being worked on by the architect, Bennie Ber of Nee Koo Dah Architects. There was an informal meeting at the Carnation Drive development with the director , architect, DHCD construction advisor, Bob Watt and Carnation Dr. maintenance person, Kevin Kelleher. After a brief discussion all parties agreed that it be in the best interest of the housing authority to make the windows a proprietary item. The window brand of choice will be Harvey windows.

6. Motion was made by John Deputat, seconded by Linda Brabant to approve to make the replacement window at Carnation Drive a proprietary spec. The window of choice will be a Harvey window. **Upon Roll- call the motion passed by a vote of 5-0.**

o) Request for proposals for the 667-1, 667-2 & 667-3 toilet replacement project were due on June 12, 2014. The lowest bid was from MM Environmental in the amount of \$15,995.00. The director would like to reject the low bid due to it being a non-responsive/responsible proposal. She would like to award the project to the next lowest bidder, D & D Services, in the amount of \$18,200.00.

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7. Motion was made by Linda Brabant, seconded by Marc DiFruscia to reject the low bid from MM Environmental in the amount of \$15, 995.00 and award the project to the next lowest bidder, D & D Services, in the amount of \$18,200.00. **Upon Roll-call the motion passed by a vote of 5-0.**

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

Meeting adjourned 5:25 P.M.

Minutes Approved on 7/14/14