

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
September 21, 2015

MEETING OPENED: 4:30 pm

PRESENT: Louise A. Gearty, Chairman; Linda Brabant; Robert Demers, Assist. Treasurer, State Appointee; Melissa Maniscalco, Executive Director

ABSENT: John Deputat, Vice Chairman; Marc DiFruscia, Treasurer

1. Motion by Linda Brabant, seconded by Bob, to table the minutes of August 10, 2015. **Upon roll-call the motion passed by a vote of 3-0.**
2. Motion by Linda Brabant, seconded by Bob Demers, **unanimously voted to authorize and approve bills for September 2015.**
 - a) DHCD released notices 2015-5-September & 2015-21. 2015-5-September is about the preventative maintenance monthly reminders. The reminder was passed out by the director to all maintenance personnel. 2015-21 is a notice about the required Agreed Upon Procedures (AUP). DHCD temporarily suspended this due to the hired accounting firms identifying potential challenges with the process. A pilot program was launched and the scope of services was revised as well as the process by which the CPA's reviewed the financial records. The AUP has now been reinstated and the AUP must be completed by 6/30/2016.
 - 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 7/31/15. The director explained that the line item for materials under the federal MA139 budget remains over spent. This is due to the amount of ice melt that was needed this past winter. She is keeping a very close eye on it and maintenance is aware that any purchases for the remainder of the year must be approved by the director. The remaining budget is on track for spending.
 - c) The Director presented the MassNAHRO Newsletter for September. The newsletter had some information regarding the new mandates of the Public Housing Law. It is expected that the Central Wait List will be implemented this fall with senior housing being phased in first. Tenant board member election will take effect in 2016. There was an article about why public housing is being enhanced. This is due because of well publicized illegal activities at one housing authority.

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- d) The director informed the board that there are no unit vacancies at this time.

- e) The director met with the contractor, architect and DHCD construction advisor for the 667-1 & 667-2 window replacement project. A notice to proceed was issued to the contractor, The Aulson Company, LLC of Methuen, MA. A mock up window will be installed and if everthing is ok, the project will get underway, It is expected to be completed by mid November.
 - 3. 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 3-0.**

Meeting adjourned 5:00 P.M.

Minutes Approved on 10/19/15