

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
October 19, 2015

MEETING OPENED: 4:15 pm

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

ABSENT: Linda Brabant

1. Motion by Marc DiFruscia, seconded by Bob Demers, to approve the minutes of August 10, 2015. **Upon roll-call the motion passed by a vote of 4-0.**
 2. Motion by Marc DiFruscia, seconded by Bob Demers, to approve the minutes of September 21, 2015. **Upon roll-call the motion passed by a vote of 4-0.**
 3. Motion by Bob Demers, seconded by John Deputat, **unanimously voted to authorize and approve bills for October 2015.**
- a) DHCD released notices 2015-5-October, 2015-22, 2015-23, 2015-24, 2015-25, 2015-26 & 2015-27. 2015-5-October is about the preventative maintenance monthly reminders. The reminder was passed out by the director to all maintenance personnel. 2015-22 is an update about the Capital Fund Program. DHCD announced that the FY16 bond cap is set at \$85M for public housing, DHCD will be raising the annual formula funding amount from \$45M to \$85M for FY18 and DHCD will be recalculating the annual FF amount based on inventory data in the Capital Planning System for each authority. 2015-23 is a notice stating that DHCD is still looking for a host authority for the Regional Capital Assistance Team for the northeast region. Anyone interested in applying has until November 30th to submit their paperwork. 2015-24 is a notice about an initiative to preserve veteran's tenancies in public housing. They developed a release form that will allow housing authorities to reach out to local veteran's agents and agencies who may be able to offer an intervention for any veteran whose tenancy may be in jeopardy. 2015-25 is a notice about upcoming trainings for updating the Capital Planning System and Capital Improvement Plan for each authority. 2015-26 is a notice updating the authority about the mandatory tenant board member requirement. DHCH expects the regulation will not be in place until 2017, at which time they will give LHA's 1 year to implement the new requirement. Until then all authorities are to move forward with the current election process. 2015-27 is about the Urban Agenda Grant Program. The THA is not eligible to apply for this grant.

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- 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 8/31/15. 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 and increased unit turnover. The director continues to keep 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 October. The newsletter had some information regarding board member training. DHCD is in the process of developing an online training that all board members will be required to take. There will be in person training opportunities as well.

 - d) The director informed the board that there is one unit vacancy at this time. The keys to 19SC were just turned into the office last week and maintenance is working on unit rehab. 2PV lane is being emptied out and the authority expects to have the keys by the end of the week.

 - e) The director spoke with the contractor for the 667-1 & 667-2 window replacement project. They are just waiting on a representative from Lockheed Windows to come and take measurements for the order. The contractor has also secured all the necessary paperwork to do the asbestos abatement on the windows in buildings 1-10.
4. A motion was made by Marc DiFruscia, seconded by John Deputat to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

Meeting adjourned 4:40 P.M.

Minutes Approved on 11/16/15