

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
November 3, 2014

MEETING OPENED: 4:15 pm

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

ABSENT: None

1. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of September 8, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
2. Motion by Linda Brabant, seconded by Bob Demers, **unanimously voted to authorize and approve bills for October and November 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 8/31/14. There are no line items to watch at this time. Spending is on budget.

b) DHCD released notices 2014-04-October/ November and, 2014-17, 2014-18, 2014-19, 2014-20 and 2014-21. Notice 2014-04-October/November is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-17 is a notice with updates about DHCD's FY2015 capital spending plan. The plan includes accomplishments such as overall performance and Capital Benchmarks, Policy and Program updates such as rebates for E-bidding and E-hosting projects and a Special Initiatives Overview. 2014-18 is a notice about the High Leverage Asset Preservation Program (HILAPP). It is a complement to formula funding intended to help housing authorities who have significant capital needs that cannot be sufficiently address with formula funding. This funding is to help preserve as many units as possible. Currently the THA is not in need of this type of funding. 2014-19 is a notice to remind housing authorities that persons who are applying for housing that are in nursing homes or long term care facilities are to be considered without housing and should be reviewed for eligibility as emergency case applicants. 2014-20 is a notice to remind housing authorities of upcoming CPS training classes. The classes are used to aid authorities in updating their Capital Planning System data as well as maintaining their CIP. 2014-21 is a notice about funding availability to housing authorities who offer a transitional housing program. The Tewksbury Housing Authority currently does not participate in this program. 2014-22 is a reminder that any applicant that is currently receiving assistance through the HOME Base program is to be considered as an emergency applicant if they would otherwise qualify if not receiving assistance.

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c) The Director presented the MassNAHRO Newsletter for October. The newsletter had a list of groups pertaining to different sections of the new Public Housing Law guidelines that DHCD is working on to formulate an easy transition to the new mandates of the law. The timelines for these groups vary and some may extend into 2015. The Centralized waiting list is one of the first groups expected to be implemented and a draft software is expected to be available for testing by the end of the year. DHCD is also working on establishing election procedures for tenant board members as well as establishing alternatives such as 7 member boards and town exemptions from the tenant member requirement.

d) The director informed the board of unit vacancies. 4, 9 & 75 CD are vacant. A tenant is set to move into 75 CD. The tenants in 4 & 9 CD just moved out and Elaine is working on lining up new tenants for those units. There are no other vacancies at this time.

e) The director informed the board that at the conclusion of a 90 day probation period she has terminated the bookkeeper, Viviana Irizarry, due to a poor performance evaluation. The director contacted Sue Gianetti who was a top candidate for the position prior to Viviana's hire. She is scheduled to start on November 10th for a 90 day probation period. After the 90 days the director will offer a full time position upon on a favorable performance review.

f) On October 27, 2014 a facilities condition assessment was performed by EMG, a consulting company hired by DHCD. The assessment consisted of 10% of the THA's state funded housing inventory plus all handicapped accessible units. They will use the assessment to update the Capital Planning System and also help predict what work items may come up in the near future and help DHCD know how much formula funding the authority may need down the road.

g) DHCD is offering a cyber security and computer upgrade initiative. The authority is eligible for up to \$5,000 to upgrade the current hardware, software, malware, web page creation, physical security and also for reviewing and updating the housings security policy and practices. The director contacted Team Logic IT which is currently who the housing uses for IT security. They performed a network security assessment on the computer system and will offer recommendations based on the results of the assessment. The director is also looking into creating a website for the authority. The board suggested reaching out to the town to see if the authority can expand their web page on the town's website.

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h) Masshousing is offering a 40B monitoring workshop on November 6th. The director registered both herself and Liz Glover. Due to the increase in the authority's 40B monitoring inventory, this workshop will be beneficial to Liz who the director has been training to take over the 40B monitoring in the office.

i) Linda Brabant, who is currently the THA representative on the Community Preservation Committee, has resigned from her position. The board will have to elect another THA representative to sit on the committee.

j) The Pondview Lane siding project is now complete. The architect, Nilsson Siden, has submitted the Certificate of Final Completion and payment requisition #5 in the amount of \$21,222.50.

3. Motion by Linda Brabant, seconded by Marc DiFruscia to approve the Certificate of Final Completion and payment requisition #5 in the amount of \$21,222.50 as presented by Nilsson Siden Architects. **Upon roll-call the motion passed by a vote of 5-0.**

k) The director informed the board that the authority has entered into an affordability monitoring agreement for a 40B project named Taylor Cove. It is located in Andover, MA. The project has 8 affordable units and the authority has agreed to provide monitoring of those units for a fee of \$6,000.00.

l) The director presented the board budget revisions for the following housing programs; Revision #2 for the state 400-01 budget, Revision #3 for the MA 139-1 Federal budget, Revision # 3 for the Section 8 Voucher Program budget and Revision # 3 for the Affordable Housing budget.

4. Motion by Linda Brabant, seconded by John Deputat to approve Revision #2 of the Operating Budget for State Aided Housing Program Number 400-1 State Budget for the Fiscal Year Ending 12/31/2014 showing Total Revenue of \$830,500.00 and Total Expenses of \$1,026,050.00 there by requesting a subsidy of \$9,898.00. **Upon roll-call the motion passed by a vote of 5-0.**
5. Motion by Linda Brabant, seconded by John Deputat to approve Revision #3 of the MA139-1 Federal budget for Fiscal year Ending 12/31/2014 showing Total Revenue of \$352,728.00 and Total Expenses of \$396,484.00. **Upon roll-call the motion passed by a vote of 5-0.**

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6. Motion by Linda Brabant, seconded by John Deputat to approve Operating Budget Revision #2 for the Section 8 Housing Choice Voucher Program for Fiscal Year Ending 12/31/2014, showing Total Revenue of \$98,920.00 and Total Expenses of \$90,229.00. **Upon roll-call the motion passed by a vote of 5-0.**

7. Motion by Linda Brabant, seconded by John Deputat to approve the Operating Budget Revision #3 for the Affordable Housing Program for Fiscal Year Ending 12/31/2014, showing Total Revenue of \$54,944.00 and Total Expenses of \$52,973.00. **Upon roll-call the motion passed by a vote of 5-0.**

- m) The Saunders Circle Window Replacement Project went out to bid on October 29, 2014. The low bid came from East Coast Contracting Group, Inc of Bedford, MA in the amount of \$27,200.00. The director would like to award the project upon favorable references.
 8. Motion by Marc DiFruscia, seconded by Linda Brabant to approve the low bid in the amount of \$27,200.00 from ECCG, Inc pending favorable references. **Upon roll-call the motion passed by a vote of 5-0.**

- n) HUD has published the final FMR's for FY 2015. The new rates went into effect on October 1, 2013. The director recommended that the housing authority use the published FMR's for the authority's pay standard.
 9. Motion by Marc DiFruscia, seconded by Robert Demers to approve the 0 bedroom Pay Standard in the amount of \$750.00 as published by HUD. **Upon roll-call the motion passed by a vote of 5-0.**
 10. Motion by Marc DiFruscia, seconded by Robert Demers to approve the 1 bedroom Pay Standard in the amount of \$864.00 as published by HUD. **Upon roll-call the motion passed by a vote of 5-0.**
 11. Motion by Marc DiFruscia, seconded by Robert Demers to approve the 2 bedroom Pay Standard in the amount of \$1,109.00 as published by HUD. **Upon roll-call the motion passed by a vote of 5-0.**
 12. Motion by Marc DiFruscia, seconded by Robert Demers to approve the 3 bedroom Pay Standard in the amount of \$1,381.00 as published by HUD. **Upon roll-call the motion passed by a vote of 5-0.**

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13. Motion by Marc DiFruscia, seconded by Robert Demers to approve the 4 bedroom Pay Standard in the amount of \$1,627.00 as published by HUD. **Upon roll-call the motion passed by a vote of 5-0.**

o) DHCD has submitted amendment #2 to the authority's Capital Improvement Work Plan 5001 in the amount of \$450,930.00. \$430,770.00 is earmarked for FY 2016 and FY 2017 Formula Funding and \$20,160.00 was awarded in sustainability funding for toilet replacement.

14. Motion made by Linda Brabant, seconded by John Deputat to approve the Capital Improvement Plan amendment #2 in the amount of \$450,930.00. This reflects funding for FY 2016 & 2017 as well as sustainability funds for toilet replacement. **Upon roll-call the motion passed by a vote of 5-0.**

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

Meeting adjourned 5:45 P.M.

Minutes Approved on 12/8/14