

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**November 16, 2015**

**MEETING OPENED: 4:08 pm**

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

**ALSO PRESENT:** Rich Conlon, Fee Accountant

**ABSENT:** None

1. Motion by Marc DiFruscia, seconded by Bob Demers, to approve the minutes of October 19, 2015. **Upon roll-call the motion passed by a vote of 5-0.**

*Richard Conlon, the Authority's fee accountant, met with the Board to answer any questions the Board had relative to budgets prior to voting the Fiscal Year 2016 Budgets. After all questions were answered, the budgets were brought before the body and voted on as follows:*

- a) There was a brief discussion between the fee accountant, Rich Conlon, and the board about the updated Executive Director Salary Qualifications Schedule guidelines. The new guideline was put in place by DHCD due to the fact that there had been no update to the salary guideline since 2007. DHCD is allowing for a one time exemption to update the Executive Director salary to reflect the new guideline. The board would like to incorporate the updated salary into the FY 2016 budget.
  2. Motion by Bob Demers, seconded by John Deputat to update the ED salary per DHCD guidelines and add it to the FY16 budget. **Upon roll-call, the motion was passed by a vote of 5-0.**
- b) Due to the updated Executive Director Salary guideline that will be incorporated into the FY16 budget, the board would like to increase the Executive Director's salary by 6% effective January 1, 2016.
  3. Motion by Linda Brabant, seconded by Marc DiFruscia to increase the Executive Directors salary by 6% effective January 1, 2016. **Upon roll-call, the motion was passed by a vote of 5-0.**

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4. Motion by John Deputat, seconded by Bob Demers to approve the Operating Budget as presented for the State Aided Housing Chapter 667, Program Number 400-1 for Fiscal Year Ending 12/31/2016, showing Total Revenue of \$846,000.00 and Total Operating Expenses of \$1,025,621.00, there by requesting a subsidy of \$5,000.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 5-0.**
  
5. Motion by Linda Brabant, seconded by Bob Demers to approve Operating Budget as presented for the MA139 Housing Program for Fiscal Year Ending 12/31/2016, showing Total Revenue of \$320,600.00 and Total Expenses of \$339,716.00. **Upon roll-call, motion was passed by a vote of 5-0.**
  
6. Motion by Marc DiFruscia, seconded by John Deputat, that the proposed Operating Budget as presented for the Section 8 Housing Choice Voucher Program for the Fiscal Year ending 12/31/2016 showing Total Revenue of \$106,540.00 and Total Expenses of \$102,598.00. **Upon roll-call, the motion was passed by a vote of 5-0.**
  
7. Motion by John Deputat, seconded by Bob Demers to approve the Operating Budget as presented for the Affordable Housing Program for Fiscal Year Ending 12/31/2016, showing Total Revenue of \$138,695.00 and Total Expenses of \$131,250.00. **Upon roll-call, the motion was passed by vote of 5-0.**
  
8. Motion by Bob Demers, seconded by Linda Brabant, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-1 for the Fiscal Year ending 12/31/2016 showing Total Revenue of \$33,136.00 and Total Expenses of \$55,635.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 5-0.**
  
9. Motion by Marc DiFruscia seconded by John Deputat, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-A for the Fiscal Year ending 12/31/2016 showing Total Revenue of \$28,930.00 and Total Expenses of \$42,430.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 5-0.**
  
10. Motion by Linda Brabant, seconded by Marc DiFruscia, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-9 for the Fiscal Year ending 12/31/2016 showing Total Revenue of \$43,316.00 and Total Expenses of \$60,816.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 5-0.**

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Marc left the meeting.

11. Motion by John Deputat, seconded by Linda Brabant, **unanimously voted to authorize and approve bills for November 2015.**

- c) DHCD released notices 2015-5-November, 2015-28 & 2015-29. 2015-5-November is about the preventative maintenance monthly reminders. The reminder was passed out by the director to all maintenance personnel. 2015-28 is notice about a new protocol for ensuring that the data in the Capital Planning System is updated in a timely manner. DHCD plans to use Cyber Sense Training & Consulting to update the authority's CPS data at the end of each project. 2015-29 is a notice to let authorities know that the Mixed-Income Community Development program will provide up to \$1 million in funding to LHA's who are interested in partnering up with a local developer to pursue mixed income redevelopment of their state aided public housing portfolio.
- d) 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 10/31/15. The director explained that the line item for materials under the federal MA139 budget remains over spent due to last winter's ice melt costs and 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.
- e) The Director presented the MassNAHRO Newsletter for November. The newsletter had some information regarding the fall conference. There was nothing else that stood out in the newsletter that needed to be brought to the board's attention.
- f) The director informed the board that 17 DD, 12 CD and 2 PV are all vacant. Both 12CD and 2PV are expected to be leased up next week. 17 DD is expected to be leased up by 12/1.
- g) The director updated the board on the 667-1 & 667-2 window replacement project. The contractor was expecting the windows to be delivered this week and will notify the authority as soon as they are received. Hopefully the project will get underway before the week is out.
- h) HUD has published the proposed FMR's for FY 2016. The proposed rates will be effective October 1, 2015. The director recommended that the housing authority use the proposed FMR's for the authority's pay standard.

12. Motion by Robert Demers, seconded by John Deputat to approve the 0 bedroom Pay Standard in the amount of \$793.00 as proposed by HUD.  
**Upon roll-call the motion passed by a vote of 5-0.**

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13. Motion by John Deputat, seconded by Linda Brabant to approve the 1 bedroom Pay Standard in the amount of \$949.00 as proposed by HUD.  
**Upon roll-call the motion passed by a vote of 5-0.**
  14. Motion by Linda Brabant, seconded by Robert Demers to approve the 2 bedroom Pay Standard in the amount of \$1,199.00 as proposed by HUD.  
**Upon roll-call the motion passed by a vote of 5-0.**
  15. Motion by Robert Demers, seconded by John Deputat to approve the 3 bedroom Pay Standard in the amount of \$1,488.00 as proposed by HUD.  
**Upon roll-call the motion passed by a vote of 5-0.**
  16. Motion by John Deputat, seconded by Linda Brabant to approve the 4 bedroom Pay Standard in the amount of \$1,659.00 as proposed by HUD.  
**Upon roll-call the motion passed by a vote of 5-0.**
- i) The director presented to the board revision 1 to the 2015 CFP. The director would like to place 20% of the total award into operating for an amount of \$10,349.00, \$900.00 will remain in administration and \$40,496.00 will go into dwelling structures for bathroom and kitchen rehab for a total amount of \$51,745.00.
17. A motion was made by John Deputat, seconded by Linda Brabant to approve placing \$10,349.00 into operations, \$900.00 will remain in administration and \$40,496.00 will go into dwelling structures for bathroom and kitchen rehab for a total amount of \$51,745.00.
- j) The director handed out the annual lead paint certification to be signed by all board members. This certification needs to be submitted to DHCD along with the updated Capital Improvement Plan for 2016.
18. A motion was made by Linda Brabant, seconded by Bob Demers to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

**Meeting adjourned 5:35 P.M.**

**Minutes Approved on 11/14/15**