

MINUTES OF THE AUGUST 4, 2010 BOARD OF COMMISSIONERS MEETING  
HELD AT 87 MAPLE STREET, ORCHARD KNOLL, AT 7:00 P.M.

MEMBERS PRESENT:

Emily Witkus, Asst Chairman  
Joan Welsh, Treasurer  
Eva Gambaccini, Asst Treasurer  
Marcia Cairns, Secretary

MEMBERS ABSENT:

Richard Duguay

OTHERS PRESENT:

Anita Sullivan, Executive Director  
8 Orchard Knoll 667 Residents

The Regular Meeting of the Board of Commissioners was called to order at 7:02 p.m. by Asst Chairman, Emily Witkus.

Unfinished Business:

Anita received good feedback from one resident in regards to an in-ground planting policy and has talked to two Executive Directors, in regards to their policies and it seems that each Housing Authority has completely different allowances. Anita has sent a general email via CEDA to all of the surrounding Directors asking for feedback. At this time the research is ongoing. When sufficient data and input are received Anita will present the Board with some proposed guidelines for a policy. At this point any planting has already been done for the year, so the goal would be to have a solid policy in place before Spring 2011.

Anita drafted a policy for the Common Hallways of the elderly/disabled housing. It states,

It is important to keep the common hallways clean and clear of debris for the safety of all residents. Nothing can be impeding into the walking path of any hallway.

Nothing shall be stored at any time in the front alcove where the fire extinguisher is located. There is very limited storage in the rear alcove on the first floor of each building. This area is to be shared equally among each resident. Every resident is entitled to 25% of that space. Management is not responsible for anything a resident wishes to store outside his/her apartment.

Marcia Cairns made a motion to accept the Common Hallway policy as written, Joan Welsh seconded the motion. All in favor.

As directed Anita has evaluated the dumpster and recycling barrels for the month. It appears that the size of the dumpster can be downsized for savings. Anita will contact Allied Waste to inquire about the cost savings of a smaller dumpster. Anita will also talk to Leon Gaumond, Town Administrator, and John Westerling, DPW, to see if the Orchard Knoll could be incorporated into the Town's recycling program for even more savings.

Anita, Marcia and Eva attended the Community Preservation Board's meeting. After presenting the letter from Kopelman & Paige and supporting evidence of projects of a similar nature which have been approved in other communities, the CPC approved the Housing Authority's application. Marcia has offered assistance in presenting a Powerpoint presentation for the Town Meeting in October.

Anita received a call from Tim Hanson from Worcester Regional Planning with the news that he was leaving his position. Anita will contact the person he suggested to begin the inquiry process again. Anita did email Leon about our interest in the CDBG and he sent over a master plan for improvements and installation of sidewalks in Town. A sidewalk from Maple St to Franklin Street is being proposed for 2012. It would make sense that the Town would be eager to get funding through CDBG for this.

Anita has not been able to obtain much information on the P.I.L.O.T. program, in regards to what other communities are doing in regards to this payment. Karen Ahlers, the Regional Attorney, has not heard of any communities who are NOT paying those PILOT contributions. In a phone conversation with Rich Duguay, Anita forwarded Rich's thoughts in the value we are receiving for that payment in regards to a typical homeowner, who may or may not have children in the school system. When evaluating the value, it seems to be a reasonable amount to pay to the Town for Police, Fire and Schools. We will discuss PILOT again in November to evaluate any changes in our budget which may make it necessary to not pay that assessment.

Marcia suggested the Police be asked to evaluate the safety issues that the entrance tree may cause to residents and guest leaving the Orchard Knoll driveway. Anita will contact the Police for an evaluation and then write a letter to the Selectman and "cc" John Westerling of the DPW.

#### New Business

Anita received the Formula Funding award letters from DHCD. Although the capital need of the roofs totaled \$177, 788 which was the amount of the award, unfortunately some of those funds were set aside for specific types of projects. Of the \$177,788 total award, DDS set-aside was \$22,078, that is specifically to maintain the 689 project;

\$17, 779 is set-aside for emergencies, and \$1,778 for ADA projects, leaving a balance of \$136, 153. The award letter also outlined a timetable for release of the funds, which for Orchard Knoll begins 2012. There is another capital plan which needs to be submitted before funds will be released and training will begin for that in the coming months.

Anita attended a forum given by the Regional Attorney, Karen Ahlers in regards to the Open Meeting Law. Most importantly the form and location for posting meeting notices has changed. The most important thing to remember about the changes is that all business conducted should be conducted at the open monthly meetings. Karen Ahlers will begin training Boards in the Fall. Anita will schedule Karen for a Board meeting night, perhaps meeting just before the monthly Board meeting.

#### Maintenance

Chuck has one apartment left, but another request for transfer, so that means an additional apartment to turn over. All of those apartments are rented.

#### Executive Directors Report

Anita has not received the July/August NAHRO newsletter. Anita will send that out to the Board when it is received.

The August checks were reviewed and signed by Treasurer, Joan Welsh and Asst Treasurer, Eva Gambaccini.

#### Review and Approval of Minutes

Joan Welsh made a motion to accept the minutes of the July 7, 2010 Regular Board meeting as written with the three noted typographical corrections. Marcia Cairns seconded the motion. All in favor.

#### Adjournment

Marcia Cairns made a motion to adjourn the meeting at 8:45. Marcia Cairns seconded the motion. All in favor.

Respectfully submitted,

Anita Sullivan  
Executive Director