



**Woodhaven Elder Housing**  
c/o Alan Slawsby & Associates, Inc., Managing Agent  
P.O. Box 6700  
Holliston, MA 01746-6700

**Minutes Elder Housing Committee Meeting**  
**July 24, 2025**

The meeting was called to order by Pamela Dowse at 3:03 PM. Those Committee members present were: Steve Petty, Pamela Dowse and Theresa Burns. Kitty Sturgis was appointed temporary Treasurer with no voting capabilities. Also present was Kristina Gallant from the COA and Claire M. McClellan from Alan Slawsby & Associates.

Residents in attendance were Marie Elwell, Roberta Heffron, Robert Abraham, Tim Christofferson, Joanna King, Judy Costello, John KilBride, Sheila Caulfield, David Wilson, James Michel, Carole Marple, Ann Copponi, Mary Kaine and Richie Blatte. Abby Fisk was also in attendance as a visitor.

The meeting notice and posting verification was received from the Town Clerk's office.

The minutes of the EHC meeting on June 18, 2025, were approved.

Prior to receiving reports Theresa Burns nominated Pamela Dowse as Chair of the Committee and Kitty Sturgis as temporary chair. Nominations were accepted 3-0. Kitty then explained that Mary Roque and Alycia Goody have resigned from the Committee and thanked them for their membership on the Committee.

**Council on Aging Report- Kristina Gallant**

What's Happening in August

Fitness Classes

- Zoom classes - Tone & Stretch on Tuesdays and Cardio on Fridays @ 9:00 am
- In-person classes - Tai Chi on Wednesdays @ 1pm
- NEW in-person class – Sculpt & Stretch, Thursdays, July 31, August 14, 21, 28 @ 2pm, Town Hall
- NEW Water Fitness Class at Farm Pond – PondFit, Fridays, August 1, 8, 15, 22 @ 10-10:45am

Coming up in August...

- Cornhole & Pizza – Monday, August 4 @ 12pm, Outside or Library Community Room
- Men’s Lunch – Friday, August 8 @12pm, Sherborn Fireside Tavern
- Ladies Lunch – Tuesday, August 12 @12pm, Sherborn Fireside Tavern
- WhichCraft – Wednesday, August 13 @10:30am, COA Office
- Kayaking at Farm Pond – Thursday, August 14 @10am
- Cornhole & Police BBQ - Monday, August 18 @12pm, Police Station
- Ice-cream Truck – Monday, August 25 @1pm, Stops: 1) Woodhaven, 2) Abbey Way 3) Town Hall
- Shark Presentation with Photographer Bob Michelson & Lunch – Thursday, August 28 @12pm, Town Hall, 2<sup>nd</sup> Floor

September Highlights...

- Thursday Café – September 11 Bob Ainsworth, Author *Sports, Cheats, Frauds*, September 18 singer Tommy Rull, September 25 Thoreau series @12pm, Pilgrim Church
- Lifetime Learning – Law & Order, starting September 15 @2pm, Town Hall, 2<sup>nd</sup> Floor
- Woodhaven Breakfast – Tuesday, September 23 @10am

Please RSVP for all programs

Reminder to visit our website for the latest updates [sherborncoa.org](http://sherborncoa.org). We’re here to support all residents, and we’d love to hear your thoughts or suggestions. Contact us at 508-651-7858 or [coa@sherbornma.org](mailto:coa@sherbornma.org). We’re always happy to help!

### **Building Maintenance Report – Steve Petty**

- No report

### **Landscape Report – Kitty Sturgis**

- Meg Porter, who owns The Constant Gardner, had a crew member working on the garden area this past week.

### **Treasurer’s Report – Kitty Sturgis**

- We received a proposal in the amount of \$43,967.55 for the installation of security cameras for the interior and exterior of each of the buildings. We received a \$25,000.00 grant toward the installation and the balance will come from encumbered funds from the last fiscal year. The costs will have no effect on this year’s budget. The balance in the amount of \$18,957.55 will come from encumbered funds. Pam made a motion to accept the installation, and it passed 3-0.
- Carey Moores sent a proposal for new dumpster enclosures as the existing enclosures are falling apart. He will not use pre-built materials and will build it to specs. The total cost of

his proposal for materials and labor is \$8,500. Steve motioned to approve the installation, a vote was taken, and it passed 3-0.

- Another proposal in the amount of \$2,000 was received from Stumpy's Tree Service to remove all the dead branches from trees on the property and trim the wild cherry tree in the courtyard. Kitty motioned to accept the proposal. A vote was taken and passed 3-0.
- Kitty stated that the year end numbers agreed with those presented by Deb Siefring.
- Kitty requested that the amount of \$1,800.00 be encumbered for the installation of windows in the black doors leading from the Community Room. Steve motioned to accept the proposal, Theresa seconded it. The motion carried 3-0.

### **Management Report – Claire McClellan**

- All buildings were inspected by the building inspector, Chris Cannery, who was accompanied by Carey. The good news is that all buildings passed the inspection, and new certificates will be posted upon receipt.
- In addition, the lifts were also inspected by the State, and they passed inspection as well.
- American Alarm along with Carey visited each apartment earlier this month and I received a 28- page report that all apartments and common areas were in compliance.
- Apartment 3H, once occupied by Polly, has been renovated and I have begun to show it to people on the waiting list.
- **Dates to remember – I will send an email out also as reminders:**
  - **July 30<sup>th</sup>** last day to inform me if you want the traffic areas in your carpets shampooed.
  - **August 4<sup>th</sup>** – carpets in common areas will be shampooed beginning between 7:30-8AM. They will also clean the carpets for those who have signed up to have his/her apartment included.
  - **August 5<sup>th</sup>** – the exterior of all windows will be washed beginning between 7:30-8AM. Please keep your windows closed until they have completed your building.
  - **August 15<sup>th</sup>** - The elevator inspection with the State is scheduled for 9AM.
  - I also have two proposals that need the approval of the Committee. The first is for the installation of security cameras at the buildings and common areas in the amount of \$43,967.55. The second proposal is from Carey Moores to build and install new dumpster enclosures. The amount for this is \$8,500.00 for both

enclosures. I did have Reliable Fence stop by and they gave me a verbal quote of about \$10,000.00 using pre-built materials.

- I met with Mark from Stumpy's Tree Service to discuss removal of dead branches from many of the trees surrounding Woodhaven. He also included trimming the wild cherry tree that is located behind the benches and the grill at the front of the patio. The trees that will be worked on have a blue tag on them. The red tag that you see on the cherry tree indicates cutting back on the stems. Mark's proposal for the work is \$2,000.00.

### **Public Comment**

- Judy Costello recommended that fire instructions be discussed with the Fire Chief. It is her suggestion that residents go directly outside to the patio area rather than to select locations inside the buildings as listed in the manual. Claire said she would discuss this with Zach Ward, the Fire Chief.
- Hearing and Visually Impaired stickers are available at the Fire Department. Claire will ask Zach if some could be made available for Woodhaven residents.
- The EHC is to be present at the Select Board meeting this evening to discuss the Affordable Fair Housing Market Plan that can be found on the Housing Navigator website. Heather from Town Counsel will also appear to discuss deed restrictions for elder and disabled residents.
- Carol Marple is concerned about the step down at the back door at building 1. She wonders if this step is in compliance with ADA guidelines? Claire informed her that as you exit there is a large handle just outside the door to grab to aid in leaving the building. There is also one at the back door of building 3. These were installed many years ago when requested by some residents. Claire will check with the building inspector and look for signs that could be posted on the back door as a warning to step down when exiting.
- Residents in buildings 1 & 2 wondered if they could return their cars from visitor parking to their assigned spaces next to their building. It is quite a long walk for some. Steve volunteered to check with Sean at the DPW to see when the workers will return.
- The meeting adjourned at 3:41PM.

Respectfully submitted,

*Claire M. McClellan*

Claire M. McClellan, Managing Agent



## What's Happening in August

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SEHC Treasurer's Report  
7-24-25

Warrant Date	CODE	FY2026	Balance	Expense	Expense	Balance	Month
	FY2025	7/1/25	7-17-25	7/17/25			
Electricity	5210	31,000				31,000.00	
Outside Maint./Landscape	5240	19,236				19,236.00	
Repair/Maintenance	5242	109,400		16,25.00	107,775.00		
EH Renovations Expense	5243	110,000				110,000.00	
Apartment Turnover Exp.	5291	15,000				15,000.00	
Fee for Service	5300	19,166				19,166.00	
Legal Services	5303	1,000				1,000.00	
Water Treatment Facility	5310	23,000		43.68	22,956.32		
Prop Mgmt Contract	5312	27,876		1,161.50	26,714.50		
Alarm Systems Expenses	5318	17,927		99.99	17,827.01		
Window Washing	5319	900				900.00	
Lift and elevator Costs	5320	15,400		2,600.00	12,800.00		
Cleaning Contract	5321	19,636				19,636.00	
Postage	5345	350				350.00	
Office Supplies	5320	0		0			
Community Room Exp	5580	13,631		413.38	13,217.62		
Insurance	5740	6,270				6,270.00	
BLDG Generator #2	5850	4,675				4,675.00	
Total Maintenance Budget		434,467		5943.55	42852345		
Debt Service		22,779				22,779.00	
TOTAL BUDGET		457,246				451,302.45	
Encumbered FY'25		20,767.55				20,767.55	

Katherine N Strangs  
Prepared by and date: 7/21/25

# Proposal

PRO#6202025-109972

F PTG Surveillance  
R 781-771-4411 Direct  
O 978-330-2944 Office  
M ptasurveillance@live.com

Page 1 of 2 Pages

**PROPOSAL SUBMITTED TO:**

NAME	Alan Slawsby & Associates	PHONE	781-237-6498	
STREET	PO Box 6700	JOB NAME	Woodhaven Elder Housing	
CITY,ST,ZIP	Holliston, MA 01746	STREET	1-3 village Way	
DATE	6/20/2025	CITY	Sherborn	STATE MA

**New Install- 3 Buildings -**

**Install and Provide the materials herein below**

**Material List with pricing:**

16-8MP HD Hikvision Turret IP Cameras (White Base)	223.12ea.-x16=	<b>3,569.92</b>
16-Hikvision Turret Back box	25.00ea.-x16=	<b>400.00</b>
2- 8 Channel 4K Hikvision NVR with 12 TB HD	1,133.07ea.-x2 =	<b>2,266.14</b>
1- 32 Channel 8K Hikvision Deepinmind NVR 12TB HD	4,570.95ea.-x1 =	<b>4,570.95</b>
6- Cat6+ Ethernet Data Cable	255.99ea.-x6 =	<b>1,535.94</b>
1- 1Pkg=EZ Crimp Ethernet Connectors	69.64ea.-x1 =	<b>69.64</b>
3- Battery Back-Up UPS	195.99ea.-x3 =	<b>587.97</b>
3- Metal Rack Shelf Vented	40.99ea.-x3 =	<b>122.97</b>
3- 12 Space Wall Mounted Rack w/lock	530.99ea.-x3 =	<b>1,592.97</b>
1- 4MP Hikvision License Recognition Camera 2.8-12mm	786.77ea.-x1 =	<b>786.77</b>
1- 4MP Hikvision License Recognition Camera 8-32mm	782.74ea.-x1 =	<b>782.74</b>
3- Capture 22" 1080p HDMI Monitor-	329.99-x3 =	<b>989.97</b>
1- Hikvision Gigabit POE Switch 8 Port	159.99ea.-x1 =	<b>159.99</b>
2- Trendnet 5GHZ AC867 WIFI Bridge Kit IP5	269.99ea.-x2 =	<b>539.98</b>
3- Extra Wire Pulls 1/Building		
Misc. Supplies:EMT,EMT Supplies,Zips,Clamps,sealant		<b>450.00</b>

**Materials:**

**Labor and 1 year warranty**

**Preventative maintenance agreements available**

**Materials listed above are on promotional sale and this price is only valid during promotion time period. This Proposal will expire July 18,2025. Thank You.**

**Proposed Amount**

**\$43,967.55.**

Sign Here *Claire M. McClellan*

Sign Here *Agent for Woodhaven Elder Housing, Town of Sherborn*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, or delays beyond our control.

Please Remit and Make Payment To:

PTG Surveillance

P.O.Box 245

Medford, MA. 02155

Thank You! We appreciate your business!

[claire@slawsby.com](mailto:claire@slawsby.com)

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**Subject:** FW: Proposal for new dumpster enclosures

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**From:** carey moores <[careymoorees@yahoo.ca](mailto:careymoorees@yahoo.ca)>  
**Sent:** Wednesday, July 16, 2025 6:58 PM  
**To:** Claire McClellan <[claire@slawsby.com](mailto:claire@slawsby.com)>  
**Subject:** Proposal for new dumpster enclosures

Remove old enclosure by building 3 and dispose of lumber  
Install new post and cement them in place  
I would build to specs instead of using prebuilt materials  
I would like to use dogeared rather than picket fencing but would do what the board prefers  
I would repeat for enclosure by building 2

The cost will be for all materials and labor

\$8,500

Thank you, Carey,



## Woodhaven Elder Housing

c/o Alan Slawsby & Associates, Inc., Managing Agent  
P. O. Box 6700  
Holliston, MA 01746

Telephone: (781) 237 6498

claire@slawsby.com

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