



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. McClennan 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, 2nd 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, 2nd Floor
- Woodhaven Breakfast – Tuesday, September 23 @10am

Please RSVP for all programs

Reminder to visit our website for the latest updates 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. 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 McClennan

- 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 30th** last day to inform me if you want the traffic areas in your carpets shampooed.
-
- **August 4th** – 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 5th** – 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 15th**- 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. McClennan

Claire M. McClennan, Managing Agent



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7-24-25

Katherine N. Starks
Prepared by and date: 7/21/25

Prepared by and date:

Proposal

PRO#6202025-109972

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

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

Materials: 19,577.59

Labor and 1 year warranty 24,389.96

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. McCrehan

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

Subject: FW: Proposal for new dumpster enclosures

From: carey moores <careymoores@yahoo.ca>

Sent: Wednesday, July 16, 2025 6:58 PM

To: Claire McClennan <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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