



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

**Minutes Elder Housing Committee Meeting**  
**October 16, 2025**

The meeting was called to order by Steve Petty at 3:09 PM. Committee members present were: Steve Petty and Theresa Burns. Also in attendance was Claire M. McClellan from Alan Slawsby & Associates.

Residents in attendance were Joanna King, and John KilBride.

Amelia Landau, the Sustainability Manager arrived at the end of the meeting.

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

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

**Council on Aging Report- Kristina Gallant**

**What's Happening in October/November**

- Medicare Presentation – Tuesday, Oct. 21 @1pm, Town Hall, 2nd Floor or on Zoom
- Fitness Classes o Zoom classes - Tone & Stretch on Tuesdays and Cardio on Fridays @9:00am-9:45am  
o In-person classes - Fun Fitness on Mondays @8:45am-9:40am, Tai Chi on Wednesdays @1pm-2pm, Thursday Weekly Walks @9am
- Lifetime Learning o KevTech – Wednesday, Oct. 29 @2:30pm, Town Hall, 2nd Floor  
o History – Monday, Oct. 20, 27, Nov. 2 & 10 @2pm, Town Hall, 2nd Floor  
o Creative Writing – Oct 23, 30, Nov. 6, 13, 20 & Dec. 4 @2pm, Town Hall, 2nd Floor  
o Poetry – Wednesday, Oct. 29, Nov. 5, 12, 19 & Dec. 3 @10:30am, Library  
o Challenges Facing American Politics – Monday, Nov. 17, 24, Dec. 1 & 8 @2:00 PM Town Hall, 2nd Floor
- Thursday Cafés o ECDC Halloween Parade Oct. 30 @12pm, Pilgrim Church  
o Joys of Nature, Costa Rica Nov. 6 @12pm, Town Hall, 2nd Floor  
o Armchair Travel to Italy Nov. 13 @12pm, Town Hall, 2nd Floor  
o Armchair Travel to Alaska Nov. 20 @12pm, Town Hall, 2nd Floor  
o Golden Tones Dec. 4 @12pm, Town Hall, 2nd Floor
- Nourish, Dine & Go  
o Grab-and-Go Captain Marden's Seafoods - 1st & 3rd Tuesday each month

- o Coffee Bar – Every Wednesday @9:30am-12pm, 1858 Townhouse
- o Men's Lunch – Fridays, Nov. 14 & Dec. 12 @12pm, Sherborn Fireside Tavern
- o Ladies Lunch – Friday, Nov. 7 & Dec. 9 @12pm, Sherborn Fireside Tavern
- o Vegan Cooking – Tuesday, Oct. 28 & Nov. 4 @12pm, Unity Farm Sanctuary
- Dementia Friendly o Lunch & Learn – Friday, Oct. 24 & Nov. 21 @12pm, Town Hall, 2nd Floor
- o Expressive Arts Therapy – Wednesday, Nov.19 & Tuesday, Dec. 16@1:00pm, “The Center” in Holliston
  
- Book Club – Tuesday, Nov. 18 & Dec. 16 @11:00am, Library Trustee's Room
- Blood Pressure Clinic – 2nd Thursday @10am-11am & 4th Thursday 2pm-3pm, Library 2nd Floor Study Room
- Open Art Studio – Every Tuesday @2:30pm-4:30pm, Town Hall, 2nd Floor
- Mahjong – Every Wednesday @10am-12pm, Town Hall, 2nd Floor

\*Please RSVP for all programs.

\*508-651-7858 / [coa@sherbornma.org](mailto:coa@sherbornma.org)

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

- Sweepers will be at Woodhaven soon to clear the parking lots.
- A contractor is scheduled to meet with Steve to discuss the gaps on the sidewalks. It will not be done until next year.

### **Treasurer's Report – Theresa Burns**

The expenses for the month of September totalled \$8,037.29.

### **Management Report – Claire M. McClellan**

I looked back to the EHC meeting held on October, 2024 during which Sean spoke about digging for the new well. I thought it might be good to review his comments so that you could understand why all this digging took place. He said when Woodhaven was built, they included 3 wells. In the year 2000 the lines were replaced. These lines contained copper and lead. Next, the water shed was built to service the water lines and deal with the chemistry in the water and the salt that is placed on the roads. A well was then drilled for Leland Farms that necessitated changes be made. The DEP demanded that the two systems be combined to just one system. This change will begin in the coming weeks. The DEP just approved the design for a new system. UV lights will be installed to sanitize the water, and the water will be better.

The plan is to begin excavating next month. The length of the shed will be increased. New equipment must be ordered, this will take time. In the Spring it will be necessary to bring in a water truck. Cars will have to be moved temporarily. Residents will receive updates during the construction.

It is expected that the work will be completed during the Spring in 2025. It will require DEP approval as they are involved. There will be occasions when water will be shut off during the day. Notices will be provided.

The last item, bringing in a water truck is planned. I attempted to reach Sean today for an update, but I was unsuccessful.

Since the digging has ended, I have contacted Champion for a date to wash the windows. I will notify you when it will be scheduled.

A new proposal beginning January 1, 2026, was sent to my office from Champion Cleaning. The current charges monthly are \$1,578.00. The new proposal will continue for visits twice a week with an increase to \$1,657.00 monthly. This reflects an increase of \$79.00 each month. They will continue to provide paper, soap and light bulbs for which Woodhaven receives a separate invoice. Steve motioned to accept the proposal and Theresa agreed. The vote was unanimous.

On Friday, October 24<sup>th</sup> Carey will be disassembling the gazebo, weather permitting. He will be putting away the patio furniture and installing the a/c covers. Richie will be on site to assist him with everything.

The heaters for the hallways will be turned on today. The irrigation system will be shut down today.

The dryer vents were cleaned today. Automatic Laundry, the company that provides the laundry equipment does clean the vent from the machine to the wall. However, the vent from the dryer extends all the way up to the roof and it was full of lint in each building. You might notice a shorter drying time for your laundry now.

I understand that several residents did the decorations at the planters. They look lovely.

Meg, from The Constant Gardener, will continue to prune shrubs and add fertilizer. If you see a shrub that needs more trimming, please let me know.

#### **Amelia Landau – Sustainability Manager**

Amelia introduced herself as working for the Town to get a better sense of the state of energy efficiency and electrification at Woodhaven. She is hopeful to cut down on excess food waste and use a recycling contractor who would provide 45- gallon waste containers for disposal. Biodegradable bags would be distributed for residents use.

Solar panels are also being considered for the roofs of the buildings. Amelia will work on developing a questionnaire which will provide input from the residents.

The meeting adjourned at 3:51PM. The next meeting will be held on November 20, 2025.

Respectfully submitted,

*Claire M. McClellan*

Claire M. McClellan, Managing Agent

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October 10, 2025

Warrant Date	CODE	FY 2026	Balance	9/15/25	Adjustments	Expenses	Budget Remaining	10/10/25
Electricity		31,000	28,788.20			1163.8		27,624.40
Outside Maint./Landscape	5240	19,236	16,170.37					16,170.37
Repair/ Maintenance	5242	109,400	95,114.72			2454		92,660.72
EH Renovations Expense	5243	110,000	99,901.23	6595.13		2146.56		104,349.80
Encumbered FY25 Funds	5243	20,768	20,767.55					\$1,800.00
Apartment Turnover Exp	5291	15,000	15,000					15,000.00
Fee for Service	5300	19,166	19,166					19,166.00
Legal Services	5303	1,000	1,000					1,000
Water Treatment Facility	5310	23,000	18,222.86			649		17,573.86
Prop Management Contract	5312	27,876	22,069			1161.5		20,907
Alarm Systems Expenses	5318	17,927	9,992.54					9,992.54
Window Washing	5319	900	200					200
Lift and Elevator Costs	5320	15,400	10,918.67			43.66		10,875.01
Cleaning Contract	5321	19,636	16,479.00					16,479.00
Postage	5345	350	317.81			5.28		312.63
Office Supplies	5320	0	0				0	
Community Room	5580	13,631	12,794.33			413.49		12,380.84
Insurance	5740	6,270	6,270					6,270
Building Generator #2	5850	4,675	4,675					4,675
<b>TOTAL MAINTENCE BUDGET</b>		455,235	398,846.88	12,372.42		8037.29		377,437.20
Debt Service		22,779	22,779					22,779
<b>TOTAL BUDGET</b>		478,014	420,625.88					400,216.20

Prepared by  
K. Sturgis 10/10/25



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P. O. Box 6700  
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**Telephone: (781) 237 6498**

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

### Management Report October 16, 2025

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