

THE NEW WAREHAM HOUSING AUTHORITY

Making Things Better for our Residents

Beginning July 2013

57 Sandwich Rd.,

Wareham, Massachusetts 02571

(508)-295-8031

Fax: 508-291-2148

Meeting Minutes

Location - Redwood Park -34 Church Ave.

FOR BOARD MEETING: July 24, 2013

1. Meeting called to order at 11:05am
2. Roll Call – Robert Powilatis, Donald Hall, Rudolph Santos Sr.
Absent: Donna Barros
Administrative Assistant, Acting Secretary, Victoria Mattos

Powilatis recommended reorganization:

Robert Powilatis as Chairman, Rudolph Santos Sr., as Vice Chairman and Donna Barros as Treasurer as well as designating Powilatis, Chief Operating Officer and Santos Chair of Infrastructure and Human Resource Committee in accordance with MGL: C121BS7 Powilatis made motion and Rudolph Santos seconds the motion.

Powilatis asked residents if they have any questions or participation. None. Participation is always welcome.

- a. Approval of minutes from June meeting – Powilatis suggests that agendas be clearer in the future as well as the minutes since vote and discussion were left out in April and June. Hall makes motion to approve, Powilatis seconds motion. Failed 1-1-0
- b. Powilatis suggested in the future that the director will no longer be able to sign checks. All bills and payroll would be signed only by board members, Powilatis and Hall until Mr. Santos signs forms at the bank. Voted 3-0-0
- c. Check made out to Pam for hours in July. Powilatis asks for a motion to hold Pam's check until the board gets more information as the status of WHA at the time of her abrupt departure on 7/22/13. Rudy made motion, Bob seconds the motion. 3-0-0
Powilatis also would like to hold all payments that have sales tax – check all before sending them out because the authority is sales tax exempt as well as not pay balances forward. Only current billings. Voted 3-0-0.

- d. Put new members on account for signing checks. –Powilatis and Santos be put on account and take all previous members off. Powilatis made motion and Hall seconds the motion, voted 3-0-0.

Powilatis made motion to secure all funds, all phones, passwords, credit cards and switch from current bank (T.D Bank) to Eastern Bank. Santos seconds motion, voted 3-0-0

- e. Contact Powers and Sullivan CPA as well as Executech to come in to Wareham Housing Authority. Powilatis would like a motion to be made to contract Powers and Sullivan CPA to perform a transition audit, Santos made motion and Hall seconds the motion. Voted 3-0-0.

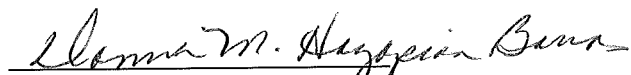
Santos made motion for Executech consultants to perform a transition management temporarily until we find permanent management. Powilatis seconds the motion, voted 3-0-0.

- f. Tom Joy – Fee accountant. Santos made motion to have Tom Joy work with Executech CPA and help with DHCD. Powilatis seconds the motion, voted 3-0-0.
- g. D+V/Main Sail –Santos motioned to search state wide and reach out for maintenance supervisor as soon as possible. Powilatis seconds the motion, voted 3-0-0.
- h. Secure office and files – Santos made motion to secure office by changing the locks and to replace locks on community building at Agawam Village as well as the community building at Redwood Park, so the residents can have full access as soon as possible. Powilatis seconds the motion, voted 3-0-0.
- i. Vacant Units – Santos motioned for units to be occupied as soon as possible, Powilatis seconds the motion, voted 3-0-0
- j. Audit – Santos believes we should request an audit to make sure we are on the right track, made motion, Powilatis seconds the motion, voted 3-0-0.
- k. ONLY RESIDENTS or EMPLOYEES ALLOWED IN OFFICE and table No Smoking Programs and not allow South coast/YMCA to use office or collect rents. – Santos made motion, Powilatis seconds the motion, voted 3-0-0
- l. Employee wages –Powilatis made motion that Victoria Mattos, the Administrative Assistant receive \$15/hr. starting immediately – Santos seconds the motion, voted 3-0-0.

Meeting End.

Next Meeting 7-31-13

A True Copy Attest...


Donna Barros, Secretary/Treasurer

Approved at the August 19, 2013 Meeting.