

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**January 19, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Chairman Barros gave out new agenda at 11:00 a.m

Present: Donna Barros, Chairman                      Pamela Sequeira, Executive Director  
            Martin Benoit Sr.  
            Donald Hall  
            Pat Zimmer

Absent: Paul Innis,

Other's Bob Surdam, Josephine Chapman, Henry Fernandes, Jean Benoit

Tenant Participation: Henry Fernandes made a complaint about the snow plowing.

Calls have been made to the DPW. They will assist when they can. Mr. Fernandes gave the Handicapped Access 521 CML to read. The Board thanked Mr. Fernandes for his input and will follow up. Josephine Chapman and Bob Surdam spoke of the dates that the town did sand Agawam Village. None of which is on the agenda.

Chairman Barros asked for a motion to accept the minutes for the meeting in December with corrections for November 2010 meeting.

**Motion:** Moved by Donald Hall and seconded by Pat Zimmer with corrections to the board  
            Motion passed 4-0

**Executive Director report:** CIP report was presented to the board for their review. The board asked question and requested a new copy when DHCD make the changes.

No Vacancy

Letter from the State Auditor's office with no finding accept for the condition of Agawam.

Executive Director did attend the meeting with the CPC and will have the changes as soon as the CPC make them available.

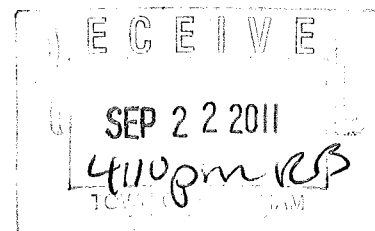
Chairman Barros asked for a motion to pay the bills for the month January.

**Motion:** Moved by Donald Hall and seconded by Martin Beniot to pay the bills for the month of January. Motion passed 4-0

**Old Business:** Chairman Barros asked if we had any new information on the ramp. Executive Director responded no not yet.

Chairman Barros asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session



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**57 Sandwich Road, Unit 51**  
**Wareham, MA 02571**  
**TEL: 508-295-8031**  
**FAX: 508-291-2148**

Donna Barros  
P O Box  
Onset, Ma 02558

Re: Housing Authority Board Meeting  
Executive Session/M.G.L.C. 30A s 21

Dear Ms. Barros:

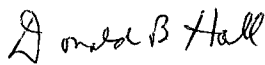
Please be advised that the Board of Commissioners of the Wareham Housing Authority, pursuant to M.G. L.C. 39A, section 21, has scheduled a meeting on January 19, 2011 at 11:00 a. m., at the community building 57 Sandwich Rd Wareham MA. The purpose of this meeting is to go into executive session in order to hear complaints against you as a public officer.

You have the right to be present at this meeting. The Board shall hold the meeting in open session if you request that it be in open meeting. If executive session is held, you have the following rights.

1. To be present at such executive session during the deliberations or considerations which involve you;
2. To have counsel or a representative of your choosing present for the purpose of advising you and not for the purpose of active participation;
3. To speak on your own behalf;
4. To cause an independent record to be created of said executive session by audio recording or transcription, at your own expense;

You also have the right to hold this discussion in open session.

Very truly yours,

  
Vice Chairman,

Subj: **Payment History**  
Date: 1/11/2011 3:32:15 P.M. Eastern Standard Time  
From: [mlazdowsky@massnahro.org](mailto:mlazdowsky@massnahro.org)  
To: [warehamha@aol.com](mailto:warehamha@aol.com)

Hi Pam,

Below is the invoice history for Donna. Let me know if you have any questions.

**Board Member Certification Program:**

9/26/09: Ethics Course - \$99.00  
11/21/09: Financial Elements - \$99.00  
1/30/10: Personnel Issues - \$99.00  
2/13/10: Professional Relationships - \$99.00  
12/3/10: Legal Elements - \$149.00  
*Total: \$545.00*

**Conferences:**

May 18-20, 2009: Annual Conference - \$375  
May 24-26, 2010: Annual Conference - \$160.00  
November 15-16, 2010: Fall Conference - \$205.00  
*Total: \$740.00*

**Materials:**

7/1/09: Board Member Handbook - \$50.00  
*Total: \$50.00*

**Grand Total: \$1335**

**Michael P. Lazdowsky**  
Member Services Coordinator

Massachusetts Chapter NAHRO  
11 Beacon Street, Suite 722  
Boston, MA 02108

P: (617)367-0008  
F: (617)720-2529

WAREHAM Housing Authority  
Date: JAN 19, 2011

Time: 11:50 AM

**MOTION TO ENTER INTO EXECUTIVE SESSION for the purpose of:**

✓ discussing reputation, character, physical condition or mental health, rather than professional competence of an individual;

       considering the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual;

**For Both The Above:**

**the individual has been notified of the session 48 hours in advance, in writing and has the right to be present, to be represented (not to participate but to advise), to speak in his/her own behalf, and to request an open meeting.**

       discussing strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body or conducting collective bargaining sessions or contract negotiations with nonunion personnel;

       discussing the deployment of security personnel or devices;

       investigating charges of criminal misconduct or discussing the filing of criminal complaints (refer to rights of individual in first 2 above);

       considering the purchase, exchange, lease or value of real property if an open discussion may have a detrimental effect on the negotiating position of the governmental body with a person, firm or corporation;

       complying with the provisions of any general or special law or Federal grant-in aid requirements;

       considering and interviewing applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified; BUT NOT FOR ANY meeting to consider and interview applicants who have passed a primary or preliminary screening;

       to meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: (a) any decision to participate in mediation shall be disclosed; and (b) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice as may be required.

Meeting to reconvene in open session? NO

Open meeting adjourned? 11:50

Motion by: DONALD HALL

Seconded by: MARTIN BEARD

Roll Call Vote: 3-01

**WAREHAM HOUSING AUTHORITY**  
**57 Sandwich Road, Unit 51**  
**Wareham, MA 02571**  
*TEL: 508-295-8031*  
*FAX: 508-291-2148*

**DATE: January 19, 2011**

**TIME: 11:00 am**

**PLACE: Agawam Village**  
**57 Sandwich Rd**  
**Wareham, MA 02571**

**A**

**I. CALL TO ORDER BY CHAIRMAN:**

**G**

1. Roll call

**NEW BUSINESS:**

**E**

1. Approval of minutes of the regular session held on December with correction.

2. Authorization to sign bills, documents, etc. for January

**N**

3. Report on CIP Field Assistance

4. Executive Session to hear complaints about an individual

**D**

**Executive Director Report**

**Tenant Participation**

**A**

**UNFINISHED BUSINESS**

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**February 16, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:00 a.m.

Present: Donald Hall, Acting Chairman                      Pamela Sequeira, Executive Director  
Donna Barros  
Pat Zimmer

Absent: Paul Innis, Martin Benoit

Other's Josephine Chapman

Tenant Participation: Josephine Chapman present the board with a letter that she received from the Town Administrator, Marc Andrews per her conversation about snow removed for Agawam Village.

Acting Chairman Hall asked for a motion to accept the minutes for January 19, 2011 with corrections of a type O.

**Motion:** Moved by Pat Zimmer and seconded by Donald Hall with corrections to the board.

Motion passed 2-1-0

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Pat Zimmer and seconded by Donald Barros to pay the bills and review the warrant for the month of February. Motion passed 3-0

Acting Chairman Hall requested update on the conference bill. The Director reported that Carver Housing Authority has received a refund from the hotel. The outstanding bill is still due to MassNahro. Donna Barros informed the board that she will call Mike at MassNahro.

Motion: Moved by Pat Zimmer and seconded by Donna Barros to table it until next month.

**Executive Director report:** Met with the new CEDA director Mr. Sanborn to discuss the fund awarded to the Authority. He will report back with changes.

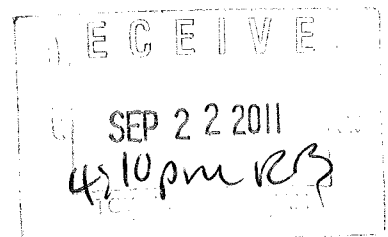
The Director met with the CPC board to have the CPA fund use for Doors and Stairs. Chairman Miller will be sending the authority a letter.

**Old Business:** none

Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Pat Zimmer moved and seconded by Donna Barros to adjourn the meeting at 12:10 P.M.

Next meeting at Agawam Village on March 16, 2011



**WAREHAM HOUSING AUTHORITY**  
**57 Sandwich Road, Unit 51**  
**Wareham, MA 02571**  
**TEL: 508-295-8031**  
**FAX: 508-291-2148**

**DATE: February 16, 2011**

**TIME: 11:00 am**

**PLACE: Redwood Park**  
**34 Church Ave**  
**Wareham, MA 02571**

**A**

**I. CALL TO ORDER BY CHAIRMAN:**

**G**

- 1. Roll call.**
- 2. Tenant Participation**

**E**

**NEW BUSINESS:**

- 1. Approval of minutes of the regular and executive session held on January 19, 2011 .**

**N**

- 2. Authorization to sign bills, documents, etc. for February**

- 3. Affordable Housing Lottery**

**D**

- 4. Repayment of hotel bill**

**A**

**Executive Director Report**

**UNFINISHED BUSINESS**

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**March 16, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:00 a.m.

Present: Donald Hall, Acting Chairman                      Pamela Sequeira, Executive Director  
Donna Barros  
Pat Zimmer  
Martin Benoit

Absent: Paul Innis,  
Other's Josephine Chapman  
Tenant Participation

Acting Chairman Hall asked for a motion to accept the minutes for February 16, 2011

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit with corrections to the board.

Motion passed 2-1-0

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Martin Benoit and seconded by Pat Zimmer to pay the bills and review the warrant for the months of March. Motion passed 3-0

Acting Chairman Hall requested update on the conference bill. The Director reported that Carver Housing Authority has received a refund from the hotel. The outstanding bill is still due to MassNahro. Donna Barros informed the board that she will call Mike at MassNahro. Pat Zimmer stated she would like this to be resolved at the April meeting.

**Executive Director Report:** The Capital Improvement Plan needs to be resigned. The Standard Contract Form was signed by Donna Barros and the Authorized Signature Verification Form was signed by Donald Hall. This must be signed by the same person. Therefore must be voted and sign again.

The Director met with FinCon and they voted to approve the funds from CDBG and CPA grants

Executive Director gave the results of the State Audit to the Board.

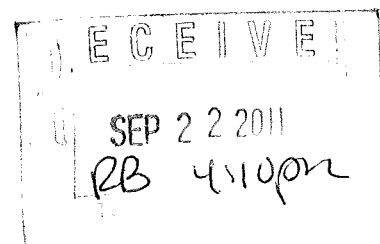
Executive Director stated to the Board that the expense of the Jeep is too costly and the Authority should be selling it.

**Old Business:** none

Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Donna Barros moved and seconded by Pat Zimmer to adjourn the meeting at 12:02 P.M.

Next meeting at Agawam Village on May 18, 2011





**WAREHAM HOUSING AUTHORITY**  
**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

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**Board Meeting**

**April 20, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:00 a.m.

**Present:** Donald Hall, Acting Chairman

Pamela Sequeira, Executive Director

Donna Barros, Paul Innis,

Pat Zimmer, Martin Benoit

**Absent:** None

**Other's** Josephine Chapman, Dawn Beatty

Tenant Participation: Josephine would like notification when worker will be banging on units.

Acting Chairman Hall asked for a motion to accept the minutes for March 16, 2011

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit with corrections.

Motion passed 3-0-2

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to pay the bills and review the warrant for the months of April. Motion passed 5-0-0

Capital Improvement Plan Approval and Amended Awards. Donna resigned the Awards.

Acting Chairman Hall requested update on the conference bill due to the Authority. Donna Barros informed the board that she is still waiting to talk to Boston.

**Motion:** Moved by Paul Innis to have Donna Barros pay back the fund due to the authority by May meeting or the board will take action seconded by Martin Benoit. Motion passed 4-1-0

Donna Barros asked the Director to call MassNahro and ask for a scholarship for Monday May 23, 2011 conference in Hyannis

**Executive Director Report:** The Director is going to the conference on a scholarship from Shado and Smeda.

McaGray is going up .25 on the washers at Redwood May 23m 2011.

Executive Director reported we have four vacancies at Agawam Village.

Executive Director stated that no one has purchased the Jeep.

The Authority, Nault Architects.Inc, Gorden Yuen and Leo Cote, DHCD & Contractor are having a kick off meeting Monday April 25, 2011 @ 10:00am Agawam Village building #1

**Old Business:** none

Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Donna Barros moved and seconded by Pat Zimmer to adjourn the meeting at 12:00 P.M.

Paul Innis asked is the next meeting could be at Agawam Village could be May 25, 2011 all agreed. Notice will go out.

Donald Hall made a motion go into executive session to hear a complaint of a public official seconded by Martin Benoit. Member will not be going back to regular meeting. Motion passed 3-0-1

Chairman Barros made a motion to have it in open session because the complaint was from a letter she received from the V. Chairman Hall. The meeting was re-open to open meeting. Donna Barros informed the tenants to remain.

V. Chairman Hall informed the board that he had three requests in the complaint

- Donna Barros resign from the board
- Donna Barros step down from Chairman
- Donna Barros be put on probation for three months

The Board would like to work together as a five member board. The complaint is that the board feels Ms. Barros is working alone and does not inform the board of task she has taken on or changes with out the whole board's approval.

The board feels that Ms. Barros interferes with the day to day operations of the authority.

Ms. Zimmer would like to have Ms. Barros share her training with the whole board because not all members can go. Ms Barros was presented a copy of the funds used this year.

It was the understanding that Ms. Barros was going to the MassNahro conference on Monday and Tuesday not costing the authority for a hotel. The hotel was paid by the Carver Housing Authority for the Director. MassNahro used their America Express to pay the hotel for Sunday night, also, paid by and the Executive Director's Credit Card. Donna Barros stated the she will not resign but would step down for chairman.

The board requested Ms. Barros to repay the proper agency for the hotel bill. Ms. Barros would like a copy before making a commitment to repay the bill.

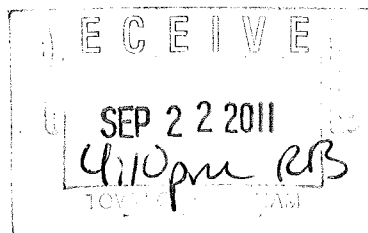
**Motion:** Moved by Pat Zimmer and seconded by Martin Beniot to have Donald Hall become Acting Chairman and will address this again in April. Motion passed 3-1-0

**Motion:** There being no further business to discuss in executive session Pat Zimmer moved and seconded by Martin Beniot Sr. to adjourn the meeting at 12:55 PM.

Respectfully Prepared and Submitted by:

\_\_\_\_\_  
Pamela Sequeira, Executive Director

\_\_\_\_\_  
Approved by, Chairman Donna Barros and Vice Chairman Hall





## TOWN OF WAREHAM

54 Marion Road  
Wareham, MA 02571

Mark Andrews  
Town Administrator  
(508) 291-3100 x 3110  
FAX: (508) 291-3124  
administration@wareham.ma.us

November 3, 2010

Mr. Paul McPartland  
Asset Management Coordinator  
Commonwealth of Massachusetts  
Department of Housing  
And Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

Dear Mr. McPartland:

On behalf of the Board of Selectmen, I want to take this opportunity to thank you for your time, effort and expertise at our meeting recently regarding our Wareham Housing Authority's emergency needs.

It is my hope and strong commitment to work on the following action items:

<u>ITEM</u>	<u>ACTION/RESPONSIBLE</u>
Pamela Sequeira will forward all correspondence and/or Requests for funding to the State Department of Housing and Community Development, to Senator Marc Pacheco and Representative Susan Williams Gifford.	Pam Sequeira
The State DHCD will schedule their Technical Assistance Team to the Wareham Housing Authority.	Paul McPartland
The Wareham Housing Authority will develop and submit An Emergency Need Plan for approval and funding from the State's DHCD and/or other viable funding sources.	Pam Sequeira Mark Andrews

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**May 25, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:00 a.m.

**Present:** Donald Hall, Acting Chairman Pamela Sequeira, Executive Director  
Paul Innis, Pat Zimmer & Martin Benoit

**Absent:** Donna Barros. **Other's** Josephine Chapman, Dawn Beatty & Jean Beniot

Acting Chairman Hall asked for a motion to accept the minutes for April 20, 2011

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit with corrections.

Motion passed 4-0-0

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to pay the bills and review the warrant for the month of May. Motion passed 4-0-0

Chairman asked that cell phones off during meeting be put on the agenda each month.

**Motion:** Moved by Pat Zimmer and seconded by Paul Innis to have no cell phones on during the meeting be put on the agenda. Motion passed 4-0-0

Acting Chairman Hall requested update on the conference bill due to the Authority.

After a brief discussion the board requested a letter go to the Selectman and Town Administrator so to schedule a meeting with the Authority and have a member of the board removed or ask for her resignation or suspension for misconduct with accordance with Chapter MGL 121B Sec. 6

**Motion:** Moved by Paul Innis and seconded by Martin Benoit to send a letter to the Selectman and Town Administrator to have a member removed for misconduct. Motion passed 4-0-0

Mr. Innis requested Clarification of Chairman or Acting. Donald Hall will continue to act as chairman until the next election of offices.

**Executive Director Report:** The jeep has been sold and the plates will be returned to the DMV. We have one vacancy at Agawam Village.

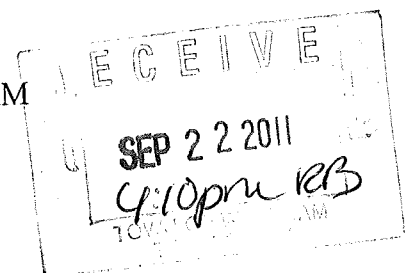
The Board reviewed the plans for Bartlett Pond Village and will accept it as a preliminary plan as presented and will wait to see final plans in the future

**Old Business:** none

Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Paul Innis moved and seconded by Pat Zimmer to adjourn the meeting at 11:45 A.M.

Next meeting will be at Redwood Park June 15, 2011 @ 11:00 AM



Wareham Housing Authority  
57 Sandwich Rd Unit 51  
Wareham, Ma 02571  
508-295-8031  
508-291-2148  
Warehamha@aol.com

**DATE: May 25 , 2011      Date Change**

**TIME: 11:00 am**

**PLACE:    Agawam Village  
             57 Sandwich Rd Unit 51  
             Wareham, MA 02571**

**A**

**I.    CALL TO ORDER BY CHAIRMAN:**

**G**

- 1.   Roll call.**
- 2.   Tenant Participation**

**E**

**NEW BUSINESS:**

**N**

**D**

**A**

- 1.   Approval of minutes of the regular and held on April 20, 2011**
- 2.   Authorization to sign bills. documents, etc. for May**
- 3.   Policy for cell phone off during Board Meeting**
- 4.   Repayment of hotel bill**
- 5.   Clarification of Chairman or Acting Chairman**
- 6.   Up Date on the Agawam Village project. DBGD and CPA funds.**
- 7.   Plans for Bartlett Pond Village**
- 8.   May Conference is May 22, 2011- May 25, 2011**

**Executive Director Report**

**UNFINISHED BUSINESS**

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**508-298-8031**

**508-298-2148**

**Wareham@waol.com**

**June 15, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:00 a.m.

**Present:** Donald Hall, Acting Chairman                      Pamela Sequeira, Executive Director  
Paul Innis, Pat Zimmer & Martin Benoit

**Absent:** Donna Barros.

**Other's** Josephine Chapman, Dawn Beatty & Jean Beniot & Selectman Ellen Begley

Acting Chairman Hall asked for a motion to accept the minutes for May 25, 2011

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to accept the minutes.  
Motion passed 4-0-0

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to pay the bills and review the warrant for the month of June. Motion passed 4-0-0

Acting Chairman Hall requested update of the letter send to the Selectman office.  
They have not put it on the agenda yet. Selection Begley said they will notify the authority when it will be place on their agenda. They are on summer schedule now.

CPA funds were approved at Town Meeting

Acting Chairman Hall asked for a motion review and pay the invoice to Nault Architects

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to pay the invoice to Nault Architects. Motion passed 4-0-0

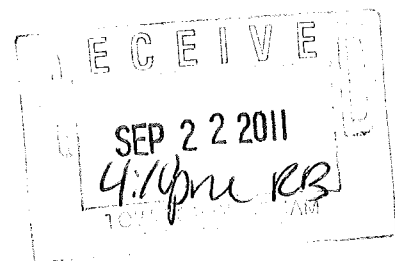
**Executive Director Report:** Two vacancies at Redwood.

**Old Business:** none

Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Paul Innis moved and seconded by Pat Zimmer to adjourn the meeting at 11:30 A.M.

Paul Innis requested a change of the next meeting. The meeting will be at Agawam Village  
July 13, 2011 @ 1:00 PM



Wareham Housing Authority  
57 Sandwich Rd Unit 51  
Wareham, Ma 02571  
508-295-8031  
508-291-2148  
Warehamha@aol.com

DATE: June 15, 2011

TIME: 11:00 am

PLACE: Redwood Park  
34 Church Ave  
Wareham, MA 02571

A

1. CALL TO ORDER BY CHAIRMAN:

G

Cell Phone are to be off during the meeting

1. Roll call.
2. Tenant Participation

E

NEW BUSINESS:

N

1. Approval of minutes of the regular and held on May 25, 2011

2. Authorization to sign bills, documents, etc. for June

3. Letter to the Selectman - Removal of a member

D

4. CPA approval at Town Meeting

5. Plans and approval for Agawam Village

A

6. Approval for invoice to Nault Architects

Executive Director Report

UNFINISHED BUSINESS

Wareham Housing Authority  
57 Sandwich Rd Unit 51  
Wareham, Ma 02571  
508-295-8031  
508-291-2148  
Warehamha@aol.com

June 8, 2011

Wareham Board of Selectmen  
54 Marion Rd  
Wareham, Ma 02571

Re: Donna Barros: seated member of the Wareham Housing Authority

The Wareham Housing Authority held its regular meeting on May 25, 2011 and voted unanimously to request to The Board of Selectman the removal or accept the resignation of Ms. Barros as a member of the authority due to misconduct. Ms. Barros has been given notice to repay funds back that were unauthorized by the authority, also, misuse of the computers and collecting cash rent monies from a tenant.

Ms Barros has disrupted many meetings and does not seem to want work with the other members of the Board.

The Wareham Housing Authority Board of Directors' have given Ms. Barros ample time to make an agreement so this matter would be resolved by the May meeting.

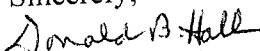
Ms Barros did not attend the May meeting to resolve this matter or notify the authority of her absence or intent. The Board of Directors have no other way to recoup the funds owed to the authority and no choice but to refer it to the selectmen as prescribed by state stature.

The Wareham Housing Authority would like you to put this on your agenda as soon as possible. Our next meeting is June 15, 2011 at 11:00 34 Church Ave Wareham Ma.

I have attached a copy of the M.G.L Section 121B .6 for your review. Thank you in advance for your attention in this matter.

If you have any questions feel free to call or write the above address.

Sincerely,



Donald B. Hall

Acting Chairman

Cc Marc Andrews, Town Administrator



**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**July 13, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 1:00 p.m.

**Present:** Donald Hall, Acting Chairman                      Pamela Sequeira, Executive Director

Paul Innis

Martin Benoit

**Absent:** Donna Barros, Pat Zimmer

**Other's** Josephine Chapman, Dawn Beatty & Gloria Martin

Acting Chairman Hall asked for a motion to accept the minutes for June 15, 2011

**Motion:** Moved by Paul Innis and seconded by Martin Benoit to accept the minutes as presented. Motion passed 3-0-0

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Paul Innis and seconded by Martin Benoit to pay the bills and review the warrant for the month of July. Motion passed 3-0-0

Acting Chairman Hall asked for a motion to approve the bid processing this month with CIP, CDBG & CPA.

Moved by Paul Innis and seconded by Martin Benoit to start the bid process. Motion passed 3-0-0

**Executive Director Report:** Five vacancies at Redwood.

George Bumpus resigned. July 15, 2011 will be his last day.

**Old Business:** none

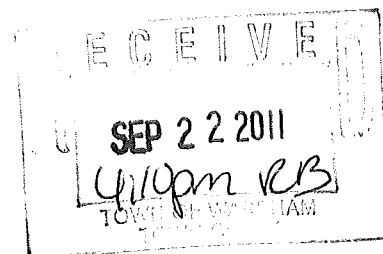
Acting Chairman Hall asked if there was any further business to discuss.

**Motion:** There being no further business to discuss in regular session Paul Innis moved and seconded by Martin Benoit to adjourn the meeting at 1:30 P.M.

Next meeting Redwood Park @ 11:00 am

Respectfully Prepared and Submitted By:

Pamela Sequeira, Executive Director



**DATE: July 13. 2011      Change of Date**

**TIME: 1:00 am              Change of time**

**PLACE:    Agawam Village  
             57 Sandwich Rd  
             Wareham, MA 02571**

**A**

**I.    CALL TO ORDER BY CHAIRMAN:**

**G**

**Cell Phones are to be off during the meeting**

- 1. Roll call.**
- 2. Tenant Participation**

**E**

**NEW BUSINESS:**

**N**

- 1. Approval of minutes of the regular and held on June 15, 2011**
- 2. Authorization to sign bills. documents, etc. for July**
- 3.**

**D**

**Executive Director Report**

**A**

**UNFINISHED BUSINESS**

**WAREHAM HOUSING AUTHORITY**

**57 Sandwich Road, Unit 51**

**Wareham, MA 02571**

**TEL: 508-295-8031**

**FAX: 508-291-2148**

**Board Meeting**

**August 17, 2011**

The Wareham Housing Authority Board of Directors meeting was called to order by Acting Chairman Hall at 11:04 a.m.

Present: Donald Hall, Acting Chairman

Pamela Sequeira, Executive Director

Donna Barros

Pat Zimmer

Martin Benoit

Paul Innis

Absent: None Other's Josephine Chapman, Jean Beniot, Dawn Beatty 11:27 am

Tenant Participation: None

Acting Chairman Hall asked for a motion to accept the minutes for July 13, 2011

**Motion:** Moved by Pat Zimmer and seconded by Martin Benoit to accept as presented.

Motion passed 3-0-2

Acting Chairman Hall asked for a motion to pay the bills and review the warrant.

**Motion:** Moved by Paul Innis and seconded by Martin Beniot to pay the bills and review the warrant for the months of August. Motion passed 4-1-0

Acting asked for a motion to approve the Capital Improvement Plans

**Motion:** Moved by Paul Innis and seconded by Martin Beniot to approve the Capital Improvement Plans as presented. Motion passed 4-1-0

**Motion:** Acting Chairman Hall asked the Members to open the floor for nominations of Offices.

The Nomination:

Paul Innis nominated Pat Zimmer as Chairman Seconded by Martin Beniot

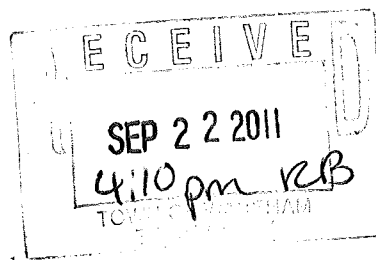
Paul Innis nominated Donald Hall as V. Chairman Seconded by Martin Beniot

Paul Innis nominated Martin Beniot as Treasurer Seconded by Pat Zimmer

Pat Zimmer nominated Paul Innis as Secretary Seconded by Martin Beniot

Nominations were closed and recorded

Motion passed 4-1-0



**OVER**



## TOWN OF WAREHAM

54 Marion Road  
Wareham, MA 02571

Mark J. Andrews  
Town Administrator  
(508) 291-3100 x 3126  
(508) 291-3124 FAX  
[mandrews@wareham.ma.us](mailto:mandrews@wareham.ma.us)

August 25, 2011

Ms. Pamela Sequeira  
57 Sandwich Road  
Wareham, MA 02571

Dear Ms. Sequeira:

I am writing to thank you for meeting with me and Mr. Paul Innis of the Wareham Housing Authority on Thursday, August 18, 2011 regarding your Board of Directors. If it is your desire to proceed and after consultation with Rich Bowen, Town Counsel. I recommend the following:

1. Written charges against said individual;
2. Documented inefficiency neglect of duty of misconduct in office; and
3. Any other materials that support your claim under M.G.L. Chapter 121B.

Please contact me when this request is completed.

Thank you!

Sincerely,

Mark J. Andrews  
Town Administrator

MJA:so

Cc: Board of Selectmen  
Wareham Housing Authority, Board of Directors





## TOWN OF WAREHAM

54 Marion Road  
Wareham, MA 02571

Mark J. Andrews  
Town Administrator  
(508) 291-3100 x 3126  
(508) 291-3124 FAX  
[mandrews@wareham.ma.us](mailto:mandrews@wareham.ma.us)

August 25, 2011

Ms. Pamela Sequeira  
57 Sandwich Road  
Wareham, MA 02571

Dear Ms. Sequeira:

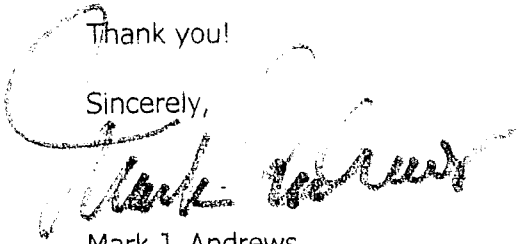
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Please contact me when this request is completed.

Thank you!

Sincerely,



Mark J. Andrews  
Town Administrator

MJA:so

Cc: Board of Selectmen  
Wareham Housing Authority, Board of Directors



**Wareham Housing Authority**  
57 Sandwich Road  
Wareham, MA 02571

**DATE: August 17, 2011**

**TIME: 11:00 am**

**PLACE: Redwood Park**  
34 Church Ave  
Wareham, MA 02571

**A**

**I. CALL TO ORDER BY CHAIRMAN:**

**G**

**Cell Phones are to be off during the meeting**

- 1. Roll call.**
- 2. Tenant Participation**

**E**

**NEW BUSINESS:**

**N**

- 1. Approval of minutes of the regular and held on July 13, 2011**

- 2. Authorization to sign bills. documents, etc. for August**

**D**

- 3. Approval of the Capital Improvement Plans**

- 4. Approval of contracts Dandis Contracting, Inc / Agawam Village**

**A**

- 5. Reorganization of Board Members**

**Executive Director Report**

**UNFINISHED BUSINESS**