

THE NEW WAREHAM HOUSING AUTHORITY

Making Things Better for our Residents

Beginning July 2013

57 Sandwich Rd.,

Wareham, Massachusetts 02571

(508)-295-8031

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Meeting Minutes

Location - Agawam Village, 57 Sandwich Rd.

FOR BOARD MEETING: July 31, 2013

1. Meeting called to order at 11:15am
2. Roll Call: Robert Powilatis, Rudolph Santos Sr., and Donna Barros
Victoria Mattos, Administrative Assistant, Acting Secretary

Mr. Santos thanks Mr. Powilatis for what he has done to bring back dignity to the residents of Agawam Village and Redwood Park. Mr. Powilatis said it is a team effort and The New Wareham Housing Authority is for the residents and should never operate as it did in the past.

Powilatis welcomes Donna Barros back to the Board and was presented with a cake. She was thanked for her steadfast determination and fighting for the residents against the problems with the old board and management.

Bob Powilatis called Maintenance men (Chip and John) to the table.

- a. Vacant Units
- b. Condition of Property

-Chip stated that building 2 (21-28) is supposed to have the same work done as building 1 did plus roof work. Feels we need to put pressure on DHCD to get the job done.

-Powilatis wants to find out if project is done in phases/find paperwork and status of the job. Was the job approved? Do we have the money to complete project.

-Chip answers that there is enough money to complete building 2. DHCD will do building 1 and 2 roof work.

-Powilatis stated we need to contact DHCD as soon as possible to get building 2 finished. Also needs more information on project.

-Chip explains that building 1 needs the roof done; DCHD has done doors, windows, outdoor lights and siding, bulkheads, sealed and painting landing.

-getting community building landings done now

-getting wooden landings instead of concrete

Powilatis asks Chip and John to put together an inventory for all work that needs to be done and what has already been done, please have all in writing.

Santos asks Chip about work orders and tells him that we will be getting a new software system that will allow office to generate work orders that will electronically be sent to maintenance office. Santos also noted that on his tour serious termite, mold and other damage, needs immediate attention, as well as vacant units.

Chip stated that buildings 3, 4, 5 and the community building still needed to be done and that building 1 itself cost about \$250,000. Powilatis mentioned that we should call upon DHCD and CEDA, Plymouth County Sheriffs office as well as other local businesses in the community for assistance and supplies.

c. Heating Systems –

Chip talks about zone controls, engineer gave contractor the right to choose, not getting hot water like they need to, 45 gallon tank for 2 story building- storage tank, need at least 4-5 of the storage tanks just for Redwood. Arujio Bros, Dennis at ARH Engineering, DHCD, tank was put in last July –installation 2012, engineer wants list of complaints before he does anymore work.

Chip + John state that they have to come in on their own time for no heat calls. Pam always told them not to come in for any heat calls and to let the contractors do their work, while contractor is telling them to go in to make sure it was an actual call for no heat.

Powilatis asks to have maintenance prepare letter/report together for DHCD, make a list for DHCD and engineers.

John talks about vacant units C-12 – just did floors, still needed appliances that will be getting hooked up tomorrow, handicapped unit. Still pending

H-22 is terrible needs new floors. But DHCD said they will not pay for flooring.
53 DHCD wants to make handicapped unit at Agawam Village

Barros states that we should find out if we can restore unit 53 before DHCD makes handicapped, do NOT wait for DHCD.

d. Employee Hours and Wages-

Barros wants all time sheets presented to the board with paychecks at all meetings. Same for all payments/invoices, all is attached.

Powilatis states that comp time is illegal and needs to be discontinued. Barros wants to get Maintenance mechanic II back to 30 hours a week. Barros made a motion to provide a 2 weeks' notice for discontinuing landscaping services due to budget constraints and take those hours and give them back to maintenance mechanic II. We will keep landscaper/custodian on our list for on call. Maintenance staff explained that landscaping services are not necessary, was created because he did not want to do maintenance work. Prior director created landscaping position after reducing hours from Maintenance mechanic II, who quit because of cut in hours. Tenants also spoke and said we do not need landscaping, we need maintenance! Powilatis explains we have extraordinary budget constraints due to departure circumstances causing us to hire interim audit/management and fee accountant services costing unforeseen expenses. Rudy seconds the motion, voted 3-0-0

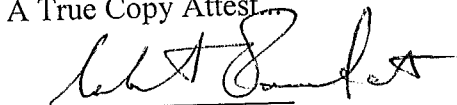
Powilatis brings to boards attention that the executive director put in for her unused sick/vacation time, but we have no time sheets, no documentation for director, will not be approved. Check was signed off by Innis and Hall between June 19, 2013 and July 24, 2013 meeting, but not approved at a meeting.

Santos made motion to approve check warrant except check numbers 6064 for \$11,975.84, 6059 for \$636.42, and 6061 for \$636.43 related to former director. Barros seconds the motion, voted 3-0-0.

Powilatis recommended that we have surveillance cameras outside of certain buildings in Agawam Village and Redwood Park to catch any unauthorized vehicles and persons, and also put sign up stating that this is private property/residents only as well as restore speed bumps, contact Plymouth County Sheriffs to replace shingles, repaint Agawam Village as well as ask for supplies from Lowes, Home Depot, Ace Hardware, Aubuchon Hardware, Wal-Mart, etc. Voted 3-0-0.

Meeting Adjourned at 2:30 PM

A True Copy Attest



Robert A. Powilatis, Chair

Approved at the August 19, 2013 Meeting.