

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

Minutes of a Special Meeting held on Wednesday, September 4, 2013
At 57 Sandwich Rd. Wareham, MA 02571

A special meeting of the Wareham Housing Authority was held in the community room at 57 Sandwich Rd, Wareham, MA 02571 on Wednesday, September 4, 2013. A quorum being present, the meeting was called to order by Chairman Robert A. Powilatis at 11:15AM.

ROLL CALL:

Members Present: Robert Powilatis, Donna Barros

Members not present: Rudolph Santos Sr.

Non-Members Present: Victoria Mattos, Administrative Assistant

APPROVAL OF MINUTES OF September 4, 2013

Powilatis asks for a motion to be made to approve meeting minutes from August 19th meeting.

Barros makes motion to approve minutes printed for special meeting held on August 19th.

Powilatis seconds the motion

Voted/Passed 2-0-0

Discussion:

-Barros would like minute done two days after the meeting. Send to board members – correct and then have signed by Barros then mailed or delivered to the Town Hall Clerks office.

-Barros has questions on Pam Sequeiras' check.

-Powilatis stated that we did not approve while she was still here. Before the next meeting was held, Sequeira had Innis and Hall come in and sign them between the July 19 and the July 24 meeting.

-Barros questioned six checks, mainly the \$11,000 check as well as the \$16,000 check. Also wants paperwork for Jeep that was in the Housing Authority's name and what happened to the \$5,000 that was received for the vehicle. "No paperwork, no advertisement, how was the money received and spent?"

MANAGEMENT REPORT

Execu-Techs has been in the office typically two days a week helping us to recover funds, getting past projects that were overdue, as well as helping with day to day operations.

OLD BUSINESS:

1) **Richard Zine** –

Powilatis looked over invoice from Zine and wants to make sure maintenance signs off on all jobs. Every payment should have invoice attached.

Powilatis asks for the motion to be accepted for Richard Zine's certificate of final completion.

Barros made motion and Powilatis seconds the motion

Voted/Passed 2-0-0

2) **Kevin St. John** –

Lighting work done at Agawam and Redwood Park (667-1 and 667-2)

Powilatis asks for a motion to be made to approve lights, batteries, and flood light work

Barros makes motion, Powilatis seconds the motion

Voted/Passed 2-0-0

3) **Compliance with Bidding Laws** –

This project was never done due to the prior director not following through with paperwork.

Interim Management (Kate Luna) received lost paperwork and spoke with DHCD and got them to reimburse the Housing Authority for \$10,500.

Powilatis asks to approve the Compliance with Bidding Laws (fish project)

Barros made a motion and Powilatis seconds the motion

Voted/Passed 2-0-0

4) **Chips' Semple Post Retirement Agreement** –

Asked Chip to come back as authorized by law. He will work 20 hours per week at a rate of \$28.825.

Powilatis is looking for approval to Chips' post retirement employment, asks for motion to be made.

Barros made a motion, Powilatis seconds the motion

Voted/Passed 2-0-0

5) **Smoking Ban-**

Discussion:

-Tenants stated that survey/poll was not a good one

-The board felt it was not in best interest of the residents.

-More important issues going on at the time.

-Based on tenant desire to not go forward with smoking ban

Barros said "Be cautious, ask questions, but allow board to deal with serious issues and once all serious issues have been resolved then contact Soutcoast.

Powilatis asks for a motion to be made to end the Smoking Cessation as of September 30, 2013. Barros seconds the motion

Voted/Passed 2-0-0

6) Inspector General DHCD and Contractors

In process ...status report.

NEW BUSINESS:

a) Review Applications for ED Position

Barros tables this until Rudolph Santos is present.

b) Affordable Housing Committee

Powilatis appoints Donna Barros to become part of AHC. Barros accepts for the time being until we have a full board.

Barros is checking on Halls' term, on next agenda put names and terms for all board members and make copies for residents.

c) Inspection Plan

Powilatis states that we will follow through with the scheduled inspection dates
Notify John that September 11 and September 12 are the days that we are starting the inspections on at each complex.

Powilatis asked Administrative Assistant to find out when Kate Luna and Tom Joy can come to meet with Jim Powers.

Barros states that you cannot have tenants inspect other tenants' houses. Should be executive director and two maintenance men. Barros makes a motion to have Henry and Maintenance do inspection on set dates. Powilatis seconds the motion.

Voted/Passed 2-0-0

***Make notice for Inspection on 9/11 and 9/12 letting tenants know who will be inspecting their units.**

d) Generators

Barros states that we are working on getting the right price for a larger generator. Will have within a few weeks, maintenance and the board are working on the issue.

e) Remote Attendance

Participating at the meeting via phone as long as all members are able to hear and everything is clear. For example, we can do this if a member is sick.

Powilatis asks for a motion to approve remote attendance.

Barros makes a motion, Powilatis seconds the motion

Voted/Passed 2-0-0

*Barros states that she would like to have David Evans to come here to our next meeting to talk to residents.

BUILDING 2 PROJECT

Motion made by Barros to authorize building 2 project (roofing and siding)

Powilatis seconds the motion

Voted/Passed 2-0-0

***Candidates for the board positions will be brought up for next meeting.**

APPROVAL OF BILLS

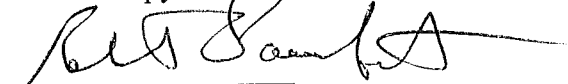
Barros made motion to approve and pay all bills subject to review by the board.

Powilatis seconds the motion

Voted/Passed 2-0-0

Meeting Adjourned at 2:30 PM

A True Copy Attest . .



Robert A. Powilatis, Chair