

The new Wareham Housing Authority (WHA)  
Regular Meeting  
Redwood Village Community Building  
34 Church Ave., Wareham, MA 02571  
July, 23 2014

Recognizing a quorum the Chair called the meeting to order at 1:37 P.M.

Present: Robert Powilatis, Chairman, Rudy Santos, Vice Chair, William Lockwood, Member, Jane Donahue, Member, Donna Bronk, Treasurer, Member

Others Present: Jacqueline Hickey, Administrator, Robert White, Wareham Cable TV, Barbara Johnson, acting as secretary, other tenants present

The chair announced that all electronic devices should be off and asked all to rise for the "Pledge of Allegiance."

Rudy Santos asked for a moment of silence for loss of Donna Bronk's Father, Mr. Carmichael.

Old Business:

1. Motion to accept regular meeting minutes for 06/18/2014, by Donahue, second by Lockwood, 4-0-1.
2. Motion to accept special meeting minutes for 06/26/2014, by Lockwood, second by Bronk, 4-0-1. Comment made by Donahue that the minutes did not contain conversations regarding the policies that the board had worked on, on 06/26/2014 and she felt the minutes were vague.
3. Authorization to sign bills and documents that have adequate supporting documentation and appropriate approval. Motion made by Santos, second Donahue, 5-0-0.
4. Sewer Update – Chair and Administrator were requested to appear with short notice went before the Selectman to discuss the outstanding fees, memorandum of agreement to use the sewer department to provide maintenance to our pump house, and to see if we could possibly have a different rate for our Housing Authority. We paid \$63,000.00/year for sewer and \$14,000.00 for water. Mr. Campinha was also present, expressed support for Maintenance agreement, referred to treasurer re: fees and study was under way regarding sewer fee structure rates.

Comments made by Bronk (and in agreement Donahue) that they believe that they do not feel information is communicated. They want to know before things happen not after and be a part of Board. Powilatis explained the history of his beginning with the Wareham Housing Authority. Bronk was complimentary on how things are running but wants better communication and Powilatis agreed that communication will be improved. Powilatis has put forth sub – committees and asked that all Board Members participate in oversight of Authority. Motion to establish sub-committees as stated to include reporting at Board Meetings (inserted after vote made on 08/20/2014) A. Cash management, Finance and Budget, Ms. Donahue and Mr. Powilatis, B. Infrastructure and Capital Planning, Ms. Bronk and Mr. Lockwood. C. Internal Audit and Compliance Ms. Bronk and Chair Powilatis, D. Human Resources, Vice Chairman Santos and Chair Powilatis, E. Resident Relations, Ms. Donahue and Vice Chair Santos made by Lockwood and 2<sup>nd</sup> by Bronk, 5-0-0.

NEW BUSINESS:

1. CHAIRMAN'S REPORT – Chair explained events of problems discovered and timin of receipt and resonsed to IG's request for records.

2. HUMAN RESOURCE REPORT – HR Committee favored Mr. Texeira for the full time maintenance position. Discussion ensued regarding his qualifications. Class 1B, 2A, Class A, and DOT Licenses. Residents agreed and attested to Mr. Texeira's ability and his current job performance. Discussion ensued regarding the salary for the position. Bronk and Donahue requested comparatives for the position. Research and table to continue discussion when receive information. Santos, second by Bronk, 5-0-0. Discussion regarding the incorrect calculation of the Administrator's Salary. Discussion ensued and board decided to table conversation for further study for comparable positions, salaries, and duties, etc. Motion made by Bronk, 2<sup>nd</sup> by Donahue, 5-0-0. Motion by Bronk to accept the HR report 2<sup>nd</sup> by Donahue, 5-0-0.
3. INFRASTRUCTURE REPORT – Mark Henderson hired for Stoop Replacement Project and Discussed issues with attaining a permit. Santos motioned to accept Infrastructure report, 2<sup>nd</sup> by Bronk, 5-0-0.
4. ADMINSTRATOR'S REPORT – See attached. Motion to accept, Bronk 2<sup>nd</sup> by Donahue 5-0-0
5. Quarterly Budget Updates – Budgets were attached to packets June 30, 2014 year end should be ready for next meeting.
6. Capital Improvement Plan – Vote needed to approve the 5 year Capital Improvement Plan as is laid out in supplemental attachment from DHCD with the understanding that it is subject to changes as the budget allows. Motion made by Santos, 2<sup>nd</sup> by Donahue 5-0-0. Powilatis request in the future that all documentation that is sent by DHCD have proper current names and titles.

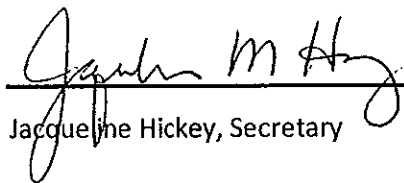
Resident Participation – no residents left.

Meeting Adjourned 4:50pm.

All documents are signed as voted on old business number 3.

Next Meeting 08/20/2014, Agawam Village, 2:30 pm.

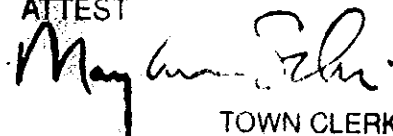
A True Copy Attest,

  
Jacqueline Hickey, Secretary

Date:

8/20/14

AT TRUE COPY  
ATTEST

  
TOWN CLERK