

The new Wareham Housing Authority (WHA)
Regular Meeting
Agawam Village Community Building
57 Sandwich Rd., Wareham, MA 02571
August 20, 2014

Recognizing a quorum the Chair called the meeting to order at 2:35 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, several residents (list attached)

The chair announced that all electronic devices should be off so as not to interfere with meeting and asked all to rise for the "Pledge of Allegiance."

Old Business:

1. Motion made Ms. Donahue second by Mr. Santos to regular meeting minutes for 07/23/2014, the chair asked that the record list the make up for the Sub-Committee as voted at the meeting, is: 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 Resource, Vice Chairman Santos and Chair Powilatis. E. Resident Relations, Ms. Donahue and Vice Chair Santos, 5-0-0.
2. Motion Ms. Donahue and Seconded by Mr. Santos to authorize the signing of bills and documents presented by Administrator that have adequate supporting documentation and appropriate approval, 5-0-0.
3. Sewer Update – Chair explained the Sewer Superintendent Camphina performed a preliminary inspection of our pumping station at Redwood Complex and found it not to be operating, including foreign objects (blockage), faulty compressor operation etc. requiring periodic service and inspection. He recommended that he was willing to provide required service and that we execute a memorandum of understanding (MOU) with the Sewer Commissioners/Selectmen. We were advised on 08/18/2014 we were on their agenda, Chair and Administrator attended. They voted to execute a MOU between town and WHA. After discussion and explanation that initial start-up related costs of about \$3,000.00, including equipment to set up electronic monitoring from Sewer Department office and periodic servicing and maintenance would depend upon repairs needed; that funds would be part of maintenance budget, 24/7 service motion by Mr. Lockwood and seconded by Ms. Donahue to execute the MOU and request clarity on detailed costs from town and 24/7 availability subject to amending agreement upon receipt of further information. Also discussed was request for relief from Sewer Commissioners for late fees, interest, and demand charges of about \$4,400.00 for 2013-2014 unpaid sewer bills for about \$78,000.00 which WHA paid by June 30, 2014 except for the \$4,400.00 for which the collector placed a lien on WHA. Consensus was to pay the balance of charges and pursue other avenues later since Selectmen denied abatement. Motion by Ms. Bronk and seconded by Mr. Santos 5-0-0. Discussion also of seeing a reduced EDU rate since we have small 1 bedroom units with only 1 or 2 occupants. Superintendent expressed favorability in this regard. Motion to approve report by Ms. Donahue Second by Mr. Santos 5-0-0.
4. Motion by Mr. Lockwood to accept and sign Certificate of Compliance on Stoop Project. Balances owed contractor Henderson \$19,000.00, seconded by Ms. Bronk 5-0-0.

NEW BUSINESS:

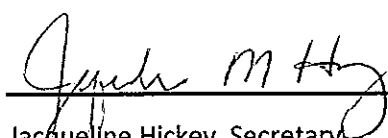
1. CHAIRMAN'S REPORT – Chair explained that CPC approved our request for funding to convert office into a residential unit. Discussion of cost estimates of \$69,000.00. Mr. Lockwood explained it will depend on bids the lowest responsible price. Clarification regarding news of an arrest on WHA property. Media had it as a resident, for the record, the person was not a resident. Ms. Donahue requested that items to be discussed to be listed on agenda.
2. HUMAN RESOURCE REPORT – Waiting comparability study.
3. INFRASTRUCTURE REPORT – Mr. Lockwood stated that CPC approved plumbing and asbestos removal and replacement at \$56,000.00 and \$38,000.00 respectively. Finalizing building 2 and building 4 specs. Motion to approve report Ms. Donahue, seconded by Ms. Bronk 5-0-0.
4. ADMINSTRATOR'S REPORT – Attached suggestions centered around seeking quotes for getting vacant units ready for occupancy from independent vendors, providing aging of receivables. Residents were thanked for their work beatifying property and flag pole. Motion to approve Mr. Lockwood, seconded by Mr. Santos 5-0-0.
5. YEAR END FINANCIALS – Statements were absent or unclear so were not voted or signed pending further information from Fee Accountant.
6. RESIDENT PARTICIPATION – Questions raised were responded to positively.

Meeting Adjourned 4:50pm.

All documents are signed as voted on old business number 2.

Next Meeting 09/25/2014, Redwood Village, 2:30 pm.

A True Copy Attest,


Jacqueline Hickey, Secretary

9/25/14
Date:

A TRUE COPY
ATTEST


TOWN CLERK

Administrator's Report

08/20/2014 Meeting

- A. **WAIT LISTS** – 7 new applications have come since 07/23/2014. We have received information from DHCD to freeze wait list. DHCD and myself agreed to wait until the “are you still interested and you will be removed from the wait list comes out.
- B. **MAINTENANCE** – Bed Bug Update. We had another incident of bed bugs happen in Redwood Village. Watch All has completed step one and will be here on Friday for step two. This A.M. a truck hit the corner of building 2 on its way out, disturbing our tenants .
- C. **VACANT UNITS** - We have 2 at REDWOOD (one tenant gave no notice) and 4 at AGAWAM (2 are waived off-line)– We have prospective tenants for each of the units, 3 units are in unit turnover stage.
- D. **TENANTS A/R** – As of 07/23/2014 we have 3 tenants with A/R balances of (\$6,904.00) all are under repayment agreements,
- E. **FY14 BUDGET** – We need to certify the FY14 balance sheet and operating statements. Tom Joy was very happy we had a \$26,000.00 remaining net income. This balance will be applied to our back operating reserves.
- F. **SUBSIDIES** – We should receive our final FY14 Subsidy payment shortly (around \$3,500.00). Received the first payment (7,000.00) on the stoop project and received our Nov 2013 water line breakage issue repayment
- G. **RECERTIFICATION** – We are currently in progress of our yearly recertification program. I have met with approximately 60 tenants and will continue thru Aug 31, 2014. Most need to be recertified by Sept 1, 2014.
- H. **MRVP** – no vacant mrvp's.
- I. **DHCD** – met with Kim Gomez and Mirna De Rodriguez. They were very impressed with our progress to date. We need to get all policies to them in 60 days. They toured Agawam Village and were impressed with how good it looks, flowers, stoops, in comparison from their last visit. They were impressed with the tenants they saw out and about, sitting outside.
- J. **Tenants** – The Redwood tenants have put together a petition to have the post office return the mail boxes to each building. At one point in time they were attached to the building.