

The new Wareham Housing Authority (WHA)
Regular Meeting
Redwood Community Building
34 Church Ave., Wareham, MA 02571
September 25, 2014

Recognizing a quorum the Chair called the meeting to order at 2:33 P.M.

The chair announced that Mr. Santos would be participating remotely due to illness and emergency

Present: Robert Powilatis, Chairman, Rudy Santos, Vice Chair, (via remote participation) 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

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. Lockwood to accept regular meeting minutes for 08/20/2014, the Chair asked that several changes be made, roll call vote as remote participation requires. 5-0-0.
2. Clarification of remote participation voting was asked and explained.
3. Motion Mr. Lockwood and Seconded by Ms. Donahue to authorize the signing of bills and documents presented by Administrator that have adequate supporting documentation and appropriate approval, roll call vote, 5-0-0.
4. Sewer Update – Chair explained to Mr. Santos as he had not read the report furnished by Sewer Department. Administrator said she spoke to Mr. Campinha Waste water treatment facility crew worked approximately 9 hours, discussed compressor and pumps, etc. Questions by the board: Have we received a bill yet? No. Do we have any spare parts? No. Does the new generator in the community room have the capability of handling sewer system? No separate. How many sewer pumps do we have? Only one, Mr. Lockwood thinks probably two, one to serve as a backup. How many man holes? Will do a count. Administrator after talking with Mr. Campinha said that they would like to bring gravity fed system to Redwood eventually from down near high school.

NEW BUSINESS:

1. CHAIRMAN'S REPORT – Chair wished Happy Holidays to the Jewish Community. Discussion around weather sub-committee meetings should be posted. Recognizing the need to make members aware, some items discussed fall under the privacy laws and could not be discussed in public. Discussion regarding potential non-compliance with open meeting law. One suggestion was to have 2 meeting per month and Chair thinks that does not work. Ms. Bronk wants to understand and will try sub-committees. After further discussion, agreed to post sub-committee meetings with agendas and schedule Budget and Internal audit committee meetings.
2. HUMAN RESOURCE REPORT – After discussion of the process re: maintenance position and that at last meeting we were to get comparable including Town Maintenance, Water, Sewer and State mandated minimum per hour for the position without health and Life Insurance, Pension and waiving health Insurance "buy-out" plan. Motion by Ms. Donahue, seconded by Ms. Bronk to \$28.87 per hour. Motion by Chair Powilatis and seconded by Mr. Santos to amend motion not to exceed \$32.00. Roll call vote 3-2-0 (Nay Ms.

Donahue and Ms. Bronk). Motion by Chair seconded by Mr. Lockwood on main motion Roll call vote 3-2-0. (no Ms. Donahue and Ms. Bronk). Motion by Ms. Donahue seconded by Mr. Lockwood for one year employment subject to renewed without Health and Life Insurance Pension and waiver of Health Insurance buy-out for 30 hours per week without overtime. 4-0-1 (Ms. Bronk abstained)

3. ADMINISTRATOR'S REPORT – Attached. Ms. Bronk asked about turn-around time for vacant units, how much we are losing, and how rents are charged? Chair and Administrator explained how the subsidy process works. Ms. Bronk explained that she wanted to see the vacancy report she had given Administrator be used. Administrator explained about salt purchasing process with the town. Administrator commented that she'll give more information with reporting. Motion to accept Administrator's report by Mr. Lockwood, seconded by Ms. Donahue Roll call 5-0-0.
4. YEAR END FINANCIALS – Chair wants to see an asset report. Ms. Bronk asked about style of report. Ms. Donahue wants to see back up. Decision made to meet with Fee accountant for explanations. Motion to set up an appointment with Fee accountant Ms. Bronk, seconded by Mr. Lockwood. Roll call 5-0-0.
5. RESIDENT PARTICIPATION – None

Ms. Donahue asked for an update from IG's office. None. Ms. Donahue asked about policy for training and wants Administrator's job description on Agenda.

Meeting Adjourned, Motion Ms. Donahue, seconded by Ms. Bronk, Roll call 5-0-0, 4:53pm.

Motion to rescind adjournment, Ms. Donahue, seconded by Mr. Lockwood, Roll call 5-0-0.

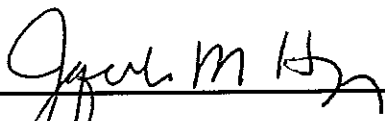
Motion to sign contracts for Pitney Bowes and Watch All Pest Control by Ms. Donahue, seconded by Mr. Lockwood, Roll call 5-0-0.

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

Meeting Adjourned, motion by Ms. Donahue, seconded by Mr. Lockwood, Roll call 5-0-0.

Next Meeting 10/22/2014, Agawam Village, 12:00 pm.

A True Copy Attest,



Jacqueline Hickey, Secretary

Date:

10/22/14

A TRUE COPY
ATTEST


TOWN CLERK

Administrator's Report

09/25/2014 Meeting

- A. **WAIT LISTS** – Still working on 2nd letter “You are removed from waiting list”. Wait List is in much better shape than it was 6 months ago but we still need some time and work. For the 667 Elderly/Wareham Resident List we are in very good shape. The family and Non-Elderly we are still a work in progress.
- B. **MAINTENANCE** – All CO2 and Smoke Detectors have been changed or batteries replaced in all 103 units. We have 18 stoves and cooktops that need to be replaced, we have replaced 4 stoves leaving 14 to be replaced. We have also replaced 4 refrigerators (due to broken down and empty units that did have any). In Agawam we need to take down 3 trees by building 2, 1 by building 1, In Redwood remove debris in between building E and F and fallen trees and debris to the right of building E, Two trees by building H and one Branch referred to as a Widow-Maker (by the industry) located near building H. Yearly Maintenance inspections have begun. Most of the items are from past years neglect of duties in regards to changing things that need to be changed or replaced or painting units that haven't been done in 23 years. We have begun to prepare for the winter and cold weather months. We are preparing our plow, snow-blowers, shovels, and salter/sander. In addition to the stock of salt that we already have since last winter we will be purchasing a pallet for this winter. The Rock Salt industry last winter ran out in February so we had to struggle to find it and we want to be prepared this winter, to the best of our ability. In Redwood we have 74 broken or missing storm window inserts (speaking for residents and past maintenance personnel they have never been replaced). Initially we had been given a price of \$98.00 per window, but because of Steve's diligence we have been given a price of \$58.00 per window price. Building 3 and 5 in Agawam's windows we are trying to fix. Steve found Anderson window replacement parts for these 50 year old still semi-functional windows. We needed a part called a balance. The cost to fix all 6 windows in each unit is around \$300.00 contract price. This far exceeds the replacement costs around \$300.00 plus installation per window. Heat has been turned on in each building. We have been notified by Bob Medeiros that we will be getting 2 pumps for Building B and D in Redwood to help with the boiler hot water heater issues, (periodically the hot water shuts down for no apparent reason). The Bid for Asbestos Remediation has been placed in the Central Register and we will have a walk thru on 09/29/2014 at 9:00am for anyone who wants to bid on the job.
- C. **VACANT UNITS** - We have 1 at REDWOOD will be occupied by 10/01/2014, and 5 at AGAWAM (2 are waived off line) – We have prospective tenants for each of the units, 3 units are in unit turnover stage. We would like to have the floors done before they are occupied.
- 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, *Will update by Thursday 09/25/2014*
- E. **FY15 BUDGET** – See Attached Tom Joy's Budget. DHCD has not released its guidelines yet for FY15 Budgets. See Attached, Tom Joy's answers to Mr. Powilatis's questions.
- F. **SUBSIDIES** – Due to the most recent legislation (see Attached) We have received an extra \$5,000.00 for new computers and construction of a website
- G. **MRVP** – two deaths of tenants (one from Cancer and one from natural causes) in Depot resulted in two vacant units.

- H. **DHCD** – No Communication this month
- I. **TENANTS/COMMUNITY** – Coffee Hour – Started and they meet every Thursday at 9:00am. They have informative guests and great topics. The first week was Mrs. Carol Anderson. She is a local author and a business owner living in Wareham. The second week they had Mr. Guy Campinha of Waste Water Treatment Facility Supervisor giving an update of how the Facility operates. The tenants thought it was very informative. All tenants are welcome.
- J. **OTHER** – MAPPO Meeting on 09/17/2014 with Inspector General Cunha as speaker. Was very interesting. He mainly spoke of the Westfield State College Inspection (the report is a public document) and its Oversight of the Board of Trustees regarding the day to day administration of the President. The IG's office gave the College two choices one form Sub Committees or second to hire an Audit Compliance Officer. Was an excellent meeting we made some great contacts in the procurement world and received some great information concerning chapter 30B. I went to a SMEDA (Southeastern Mass Executive Directors Association) Meeting on 09/19/2014. This meeting was an overview of the most recent legislation in regards to the amendments to 121B the local Housing Authority. Mr. Tom Connolly who is the president of the NAHRO gave the presentation. I will be attending the front end office training NAHRO puts out on 09/26/2014. Nahro's fall conference has been announced. It will be on 11/17/2014-11/18/2014. The schedule has not been finalized (see attached registration form).
- K. **ADMINISTRATION EMPLOYEE** – We have hired a clerk. Her first day will be on October 13, 2014.