

The new Wareham Housing Authority (WHA)  
Regular Meeting  
Agawam Community Building  
57 Sandwich Road, Wareham, MA 02571  
October 22, 2014

Recognizing a quorum the Chair called the meeting to order at 12:15 P.M.

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

Absent: Donna Bronk, Member

Others Present: Jacqueline Hickey, Administrator, Secretary, Robert White, Wareham Cable TV, Barbara Johnson, acting as Clerk, Millie Clark, resident

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 Mr. Lockwood second by Mr. Santos to accept regular meeting minutes for 09/25/2014, Ms. Donahue asked that "discussion regarding potential non-compliance with open meeting law" be inserted under new business Chairman's report after Discussion around whether sub-committee meeting should be posted. Ms. Donahue asked to insert under be made section #2 Human Resource Report after employment "contract." 4-0-0
2. Motion Ms. Donahue and Seconded by Mr. Lockwood to authorize the signing of bills and documents presented by Administrator that have adequate supporting documentation and appropriate approval, roll call vote, 4-0-0.

NEW BUSINESS:

CHAIRMAN'S REPORT – Announced recognition ceremony tentatively for Friday 24, 2014 at 10:00am. Those Invited will be Senator Pacheco, Rep. Susan Williams-Gifford, Sherriff McDonald, Board of Selectman Members, State DHCD officials, CPC Representative, CEDA Representative and the Media. Chair Powilatis announced the 10/27/2014 Fall Town Meeting encouraging everyone to attend and support the Wareham Housing Authority Article to add an additional unit of housing to our stock.

SUBCOMMITTEE'S REPORTS:

A. CASH MANAGEMENT, BUDGET AND FINANCE- met with Administrator. Observed remote check processing machine and how check received are deposited, observed no cash in office. Set up next meeting with Sub-committee on 11/10/2014 at 5:00pm.

B. INTERNAL AUDIT and COMPLIANCE – Met with Donna Bronk, reviewed tenant files with regards to the recertification process, maintenance process, and talked about unit turnovers. It was decided that Donna will accompany Administrator on a unit move-in inspection. Ms. Bronk suggested we take photos of units "before and after."

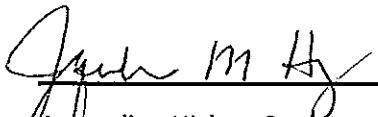
ADMINISTRATOR'S REPORT – Please see Attached.

RESIDENT PARTICIPATION – None

Administrator wanted the Board to recognize the hard work that Resident Ms. Barbara Johnson has done with Landscaping at Agawam Village. Board recognizes and applauds her hard work.

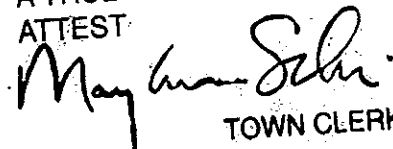
Chairman Powilatis asked by roll call vote to move into executive session pertaining to the potential acquisition of property which could jeopardize negotiations if public; not to return to regular meeting, Bob Powilatis, aye, Rudy Santos, aye, Bill Lockwood aye, Jane Donahue, aye

A True Copy Attest,

  
Jacqueline Hickey, Secretary

11/19/14  
Date.

A TRUE COPY  
ATTEST

  
TOWN CLERK

## Administrator's Report

10/22/2014 Meeting

- A. **WAIT LISTS** – Steadily working on giving all applicants control numbers and also processing them in PHA system.
- B. **MAINTENANCE** – 10/01/2014 Building #5 leak in under floor plumbing, fixed by John English, Leak under unit C at redwood 10/03/2014, fixed by John English, After inspection on 10/03/2014 Building # 2 and #4 have leaks under floor plumbing. They will be fixed by John English. Asbestos Removal will begin on Oct 27, 2014. Pella windows have been contacted directly for replacement of broken windows in Redwood. Building C has a leak in the roof. Unit #53 and Unit #54 have had the balances changed in all windows (6 per unit).
- C. **VACANT UNITS** – We have 5 units in Agawam all under asbestos removal program. We have 5 tenants that will be moving into them by mid-November leaving only units 21 and 41 vacant due to pending construction. We have 2 units in Redwood, G24 and B21 vacant. Both are under renovation.
- D. **TENANTS A/R** 4 tenants under agreement \$8,094.00 (3,456.00, 1560.00, 587.00, 2491.00)
- E. **SUBSIDIES** –DHCD – we received our final payment towards our FY14 subsidies.
- F. **TENANTS/COMMUNITY –OTHER** – If any resident wants to coordinate a Thanksgiving or Christmas holiday event at either Redwood or Agawam please contact the office. We have had the Senior Whole Health Program for all mass health recipients, if interested please contact the office, they will be in Redwood this afternoon.
- G. **ADMINISTRATION / EMPLOYEE** – Aflac representatives stopped by and dropped off their info. This benefit is at no cost to the Wareham Housing Authority. I will make packages and give to eligible employees.

09/26/2014 – Rise Engineering did an extensive energy audit for National Grid in their "Multi Family Program" through DHCD in connection with our upcoming projects in building #1, 2, and 4. Please see attached contracts in regards to the work that can be done on the Wareham Housing Authority's behalf. ***Motion made to accept and sign contract with some revisions to reflect not cost to WHA by Mr. Santos and seconded by Mr. Lockwood 4-0-0.***

10/03/2014 – Met with Mark from Nault Architects, Bill Lockwood, Bob and Tim from Griffith and Vary, Steve Texeira, and myself to talk and coordinate the Building 2 and Building 4 upgrades. Meeting went excellent. They inspected Roofs, interior units 21 and 41, crawlspaces, and boiler rooms. They were here from 9:00am till 2:00pm. They will need 2 weeks to write up their suggestions. They reviewed the electrical layouts. Also Griffith and Vary Electrical Engineer came back on 10/22/2014 for an additional look into the connections on building 2. Bid docs will be handling the procurement of the project for Building 1, 2, and 4. This has no impact on our DHCD formula funding or project administration monies.

10/17/2014, Friday, we received from the State an addition of \$45,000.00 in formula funding for Roof Insulation, need vote per the submitted email that provides voting information. We then will have to submit the attached Certifications. ***Motion made by Ms. Donahue to increase in work plan 5001 formula funding from \$1,337,554.00 to \$1,382,554.00 reflecting an increase of \$45,000.00 second by Mr. Santos, 4-0-0.***

10/27/2014 – The Start of the Asbestos removal program. Please vote to accept the quote of \$3,575.00/unit for the group unit price provided by Green Environmental. ***Motion made by Ms. Donahue to accept the Quote of \$3,575.00 per unit in a group of units by Green Environmental seconded by Mr. Lockwood, 4-0-0.***

11/07/2014 Per the new legislation we will be required to implement a website. We have been given an additional \$5,000.00. So we will start to seek quotes.

Mr. Santos asked if we can get some administration money to cover the cost for administering the contracts we will be in charge of, yes we can.

Motion made to accept Administrator's report by Mr. Lockwood and seconded by Mr. Santos, 4-0-0.