

The new Wareham Housing Authority (WHA)
Regular Meeting
Redwood Community Building
34 Church Ave., Wareham, MA 02571
December 19, 2014

Recognizing a quorum the Chair called the meeting to order at 2:08 P.M.

Present: Robert Powilatis, Chairman, Jane Donahue, Member, Donna Bronk, Member

Absent: Rudolph Santos, Member; William Lockwood

Others Present: Jacqueline Hickey, Administrator/Secretary, Tom Joy, Fee Accountant

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."

NEW BUSINESS: FY15 Budget

Tom Joy explained the budget guidelines for FY15. We have 45 days to submit our FY15 budget. Increase of non-utilities administration of 3%. The review of the ANUEL determines the subsidies we receive. For Wareham $\$270,945 \times 3\% = \$279,073$. This will be our non-utility Administration budget. Budget explanation and discussion followed. Budget accepted with exceptions (all documents were not present). Administrator will send to all member's copies of supporting documents and all members will come to the office and sign. Bronk motioned to accept budget and Donahue 2nd 3-0-0.

OLD BUSINESS:

1. Tabled regular meeting minutes of 11/19/2014 till next meeting.
2. Motion Ms. Donahue and Seconded by Ms. Bronk to authorize the signing of bills and documents presented by Administrator that have adequate supporting documentation and appropriate approval, 3-0-0.

RESUMED NEW BUSINESS:

CHAIRMAN'S REPORT – Explained FY15 Audit in regards to new legislation. Chair suggests doing FY14 and FY15 together. Policy mapping discussion. Chair stated we have draft policies in place. All agreed we need to get policies in place. Chair suggested we take an amount out of the Administration account and place in an interest bearing savings account. All agreed. Motion to accept chairman's report by Ms. Donahue, second by Ms. Bronk, 3-0-0.

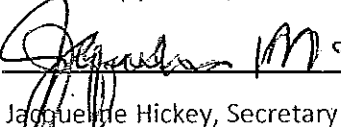
SUBCOMMITTEE'S REPORTS - None

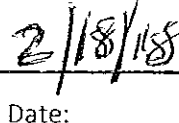
ADMINISTRATOR'S REPORT – Please see previously provided.

RESIDENT PARTICIPATION – None

Adjournment, next meeting 1/21/2015 12:00pm motion made by Ms. Bronk and seconded by Ms. Donahue 3-0-0.

A True Copy Attest,


Jacqueline Hickey, Secretary


Date: 2/18/15

Administrator's Report

12/19/2014 Meeting

- A. **WAIT LISTS** – We continue, with the help of Rita Barnett, to process all applications in a timely manner and we are organizing our in house lists. We will be going shortly to a centralized waiting list per the new LHA regulation. We have completely cleaned up the resident files for Elderly, Non-Elderly and Family. On our waiting list, we have 63 Elderly, 40, non-elderly, and 87 Families.
- B. **MAINTENANCE** – Unit 42 is completely finished. We have started on unit 26 as we wait for a final quote for flooring. Then we will proceed to 53, 54, and 51. We have finished (95%) removing leaves and fall debris off the Redwood and Agawam developments. The hazardous trees have been removed. We had a site assessment from DHCD on 12/17/2014. We will begin the replacement of hand held showers, programmable thermostats, and aerator on 12/22/2014 for both Agawam and Redwood. Rise engineering has finished the relays last week. We will be getting \$39,000.00 for the replacement of toilets to low flow (\$450.00/toilet for 85 toilets). All Pella replacement interior storm windows have been delivered and are in the process of being installed.
- C. **VACANT UNITS** – We have 4 (26, 52, 53, 54) units in Agawam all under asbestos removal program, we are finishing the flooring for each unit. We have 3 units in Redwood, F23, F24 and D24 vacant. All are in unit turnover mode.
- D. **TENANTS A/R** 4 tenants under agreement \$8,409.00 (3,022.00, 1,428.00, 436.00, 3,523.00)
- E. **SUBSIDIES** –DHCD – we have not received any subsidy money for FY15.
- F. **TENANTS/COMMUNITY** – met with the postmaster for Wareham. She was in favor of moving the postal boxes to the buildings (building a and b, c and d share a box because of the close proximity to each buildings and e, f, g, and h having their own boxes in front of their buildings.)
- G. **ADMINISTRATION / EMPLOYEE** – We met with Sun Edison to discuss net metering solar credits for electricity and what would be the best situation for Wareham Housing Authority, we need to send in the utility information to Sun Edison for them to give us a quote. We are in the process of getting all board members to sign the Eastern Bank new savings account paper. We would like to put \$40,000.00 in an interest bearing account set aside, and have the ability to put money in from the admin account or to withdraw to the admin account if needed.