

Wareham Housing Authority (WHA)
Regular Meeting
Agawam Community Building
April 30, 2014

Recognizing a quorum the Chair called the meeting to order at 12:00P.M.

Present: Robert Powilatis, Chairman, Rudolph Santos, Sr., Vice Chairman, William Lockwood, Member, Jane Donahue, Member, Donna Bronk, Member

Others Present: Jacqueline Hickey, Administrator, William White, Wareham Cable TV, and resident Barbara Johnson (who acted as secretary), and other residents.

Introduction of Donna Bronk, New Elected Board Member.

Announcement of Community Preservation Act (CPA) Funding Approved at Town Meeting for the WHA Agawam Plumbing and Asbestos Remediation.

OLD BUSINESS:

1. Approval of minutes for 2/19/2014 with addition noted by Donohue motion Santos, Lockwood second 4-0-1.
2. Authorization to sign bills and documents that have adequate supporting documentation and appropriate approval, motion Santos seconded Lockwood, 5-0-0.
3. Letter to Sewer Commissioners and Guy Camphina about pump house maintenance. Motion Donahue, second Santos, 5-0-0.

NEW BUSINESS:

1. REORGANIZATION OF BOARD: Motion for Powilatis for Chair, Lockwood, Second Santos 5-0-0. Santos for Vice Chair, Motion Powilatis, Second by Lockwood 5-0-0. Bronk for Treasurer Motion by Donahue, Second by Santos, 5-0-0. Committee Assignments – Bill Lockwood for Community Preservation Committee and Donna Bronk Affordable Housing Trust Motion by Donahue and Second by Santos, 5-0-0. Lockwood will apply for special employee status with Town of Wareham.
2. INFRASTRUCTURE REPORT: Lockwood discusses the last payment (retainage) to Arujou Brothers for the Boiler Project and have the Board sign document from Department of Housing and Community Development to release payment (\$15,000.00.) Santos Motioned with Bronk Second 5-0-0. Stoop Project we received \$30,000.00 from a DHCD Health and Safety initiative to fix Stoops, which needs to be in progress by 06/30/2014. Discussion with regards to Capital Project Improvements how to proceed and what direction the Board wants to go forth. Bronk Suggested we have a committee Santos agreed. Donahue asked for clarification of how procedure works Powilatis talked about Nault Engineering's Involvement. Santos motion to accept Infrastructure report, Donahue second 5-0-0.
3. HUMAN RESOURCE REPORT: Santos reported on progress of the applications for the maintenance position and establish protocol. Bronk and Donahue needed copies. Administrator will get copies to them as soon after the meeting as possible. Donahue requested clarification on positions held at WHA. Motion to accept Human Resource Report by Lockwood, Second by Donahue 5-0-0.

4. Administrator's Report

04/30/2014 Meeting

We successfully received thru town meeting vote \$59,000.00 for underfloor plumbing and \$35,000.00 for Asbestos remediation (for Agawam Village.)

- A. **WAIT LISTS** – We have 17 Elderly Resident Vets, 106 Elderly Residents, 84 Non Elderly/Handicap Residents, 12 Non Elderly/Handicap Vets, 111 Elderly Non Residents, 205 Non Elderly Handicap non-residents, 220 Family Residents, 396 Family Non-Residents. For a total of 1,151 applications as of today. (We have been reviewing files and receiving them). *Requested waitlist freeze from DHCD. Donahue asked if we have received word from DHCD yet as to freeze. We have not heard from DHCD. They are waiting for all of our compliance issues to be completed before that happens. Donahue asked if office had to be open to be available for application intake. We are open every day but Wednesday. Bronk suggested phone menu system for incoming calls to help with the flow of intakes.*
- B. **MAINTENANCE** – Still working on unit turnovers - we are almost completed with units 53, 54, waiting on flooring (asbestos remediation). E21 bathroom wall around bathtub has to be completely redone. Wet, soft and crumbling after attempting to recaulk. Landscaping is beginning weather permitting. We do have a part time maintenance man that does work from 3:30-8:30-9:00pm sometimes it gets noisy but hopefully the majority of work has been completed. Many other smaller issues with each unit. *Bronk suggested using work orders for all maintenance work.*
- C. **VACANT UNITS** - We have 2 at REDWOOD and 3 at AGAWAM – Agawam Unit 26 just moved out 04/30/2014 the other 2 are remaining empty because we need two for displacement when ADA unit construction begins. Redwood – we have 2, Unit E21 still in unit turnover reconstruction. Unit F23 this unit tenant is in process of being moved to unit G12.
- D. **TENANTS A/R** – We have 4 tenants that are in serious arrears (total of \$10,860.00) and all have been in touch with the office. One, an elderly woman who has been in a nursing home for 9 months her amount alone is (\$4,586.00). We are going to have to have her evicted in order to have that unit for occupancy. We have some smaller issues that need to be addressed (\$3,246.00). We are still in the process of checking everyone on our list to see the accuracy of each tenant A/R. This means we will be sending out notices to our tenants to include a statement and ledger card. If a tenant believes that this is incorrect they will bring in their documentation and we will adjust. On our PHA there is \$31,346.00 amount of A/R from tenants that are no longer in WHA units. Should we write off? *Powillatis requested that Board Committee approve the forgiving of past debt from accounts. Powillatis wants PHA list monthly. Administrator suggested by email. Donahue suggested to get help for Administrator till caught up with back log. Powillatis stated this is what DHCD should do but has not. Budget does not support this.*
- E. **FY14 BUDGET** – we have contacted DHCD and are currently waiting on their approval.
- F. **TRAINING** – SMEDA Legislative Day 05/02/2014 in Raynham to meet Sen. Pacheco and Rep Susan Williams-Gifford

- G. **SUBSIDIES** – We have received \$23,000.00 on 04/04/2014 from DHCD. This is our only subsidy since 07/01/2013.
- H. We have put in a request (\$10,000.00) for AD Makepeace Community Fund for Lighting in Redwood village. \$12,800.00 in unit turnover monies we have received. \$3,224.00 in extra maintenance monies for this winter for plowing and snow removal we have received.
- I. Verizon Bill Issue – Cell phone explanation of fees and past due bill.
- J. Request from Town to use Chipper for our larger branches.

All tenants are reminded to call in to the office if you have any problem especially maintenance repairs.

Donahue motion to accept Administrator's report, Lockwood second, 5-0-0.

Resident's Participation: Fences at Redwood, leaves, branches, trees at Redwood. Administrator responded with the understanding we are going to remove and we will getting all of the trees taken care of. Powilatis also stated ideas for newsletter will be addressed.

Powilatis motioned for Audit by State Auditor, Donahue wanted more specifics and wanted to what the point is if not done correctly. DHCD Atty. Grace suggested this because we have a New Board and New Administrator it would be wise to get it on record that issues are in the past and not with New Board or Administrator. Powilatis commented issues will be clarified. Santos second 5-0-0.

Donated Spreader: Gift of donated spreader and sander from Melrose Housing Authority has been serviced. Board has requested that we have acknowledgement from Melrose that it was declared surplus and gifted to us. Lockwood motioned to accept spreader, second by Santos, 5-0-0.

Close Bank Accounts: Re-vote to close bank accounts and transfer balance of funds to new depository. Santos motioned, Donahue seconded. 5-0-0.

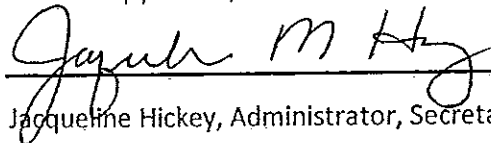
Policies and Procedures and related committee assignments tabled for future discussions.

Motion to adjourn meeting by Santos, Seconded by Bronk, 5-0-0.

Next meeting May 21, 2014, 12:00 noon, Redwood Village

Signed documents previously approved and authorized.

A True Copy Attest,



Jacqueline Hickey, Administrator, Secretary