

The new Wareham Housing Authority (WHA)  
Regular Meeting  
Redwood Community Building  
May 21, 2014

Recognizing a quorum the Chair called the meeting to order at 12:30P.M.

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

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

The chair announced that all electronic devices and asked all to rise for the "Pledge of Allegiance." Powilatis explained communication to State Representative Williams Gifford and Senator Pacheco regarding delinquent FY14 Subsidies. Application to AD Makepeace Community Fund denied. June 2<sup>nd</sup> 2014 last day to submit Community Preservation Committee for fall town meeting.

OLD BUSINESS:

1. Approval of minutes for 4/30/2014, Motion Lockwood, 2nd Santos, 5-0-0.
2. Authorization to sign bills and documents that have adequate supporting documentation and appropriate approval, with discussion approval from board to have 3 signatures for the warrant and 2 signature to sign checks. Motion by Donohue and 2<sup>nd</sup> by Bronk, 5-0-0.

NEW BUSINESS:

1. HUMAN RESOURCE REPORT – Santos stated he had Reviewed applications for maintenance man and provided Administrator with info and asked all to do the same so interviews can be scheduled. Discussion on Uniforms/T-shirts and ID badges. Motion made to procure for uniforms t shirts and identification badges by Bronk, 2<sup>nd</sup>, by Santos, 5-0-0.
2. INFRASTRUCTURE REPORT – Lockwood discussed survey for building 2 at Agawam. Waiting for final specs from Nault Architects for #2 building upgrades. Motion to accept infrastructure report by Donahue and 2<sup>nd</sup> by Santos, 5-0-0.
3. Powilatis explained that lack of certification for FY13 budget is still affecting DHCD'S review of FY14 Budget that was compliant. DHCD needs to resolve its dilemma. Bronk asked about DHCD assistance. Administrator Hickey we have one but not to helpful. Donahue asked if we could have fee accountant attend next meeting.
4. ADMINISTRATOR'S REPORT – See Attached

Powilatis asked for a motion to go into executive session pertaining to acquiring property not to return to regular meeting. Lockwood motioned, Santos 2<sup>nd</sup>, after discussion roll call vote 4-0-1 abstain, Jane Donaue.

## Administrator's Report

05/21/2014 Meeting

- A. **WAIT LISTS** – Still receiving requests for applications. We have received and processed 36 applications.
- B. **MAINTENANCE** – Still working on unit turnovers - E21 bathroom wall around bathtub has been completely redone. New counter top needs to be installed and then A complete cleaning and unit is ready for placement. Landscaping is in full swing. Agawam has been completely done and Redwood is in progress. WE have these piles of pine needles, brush and leaves in back of building E & F that need to be removed. Fire Department has told us that it is a fire hazard. We need to get a bobcat in to help move piles (many years worth) *Bronk suggested we seek professional landscapers to remove all at once.*
- 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. *Bronk asked for vacancy and delinquency reports and also asked for a discussion on reporting in between meetings, Board agreed every 2 weeks, Bronk motioned and Donohue 2<sup>nd</sup> 5-0-0*
- D. **TENANTS A/R** – As of 05/21/2014 we have 4 tenants that are in serious arrears (total of \$11,099.00) and all have been in touch with the office. We have started eviction notice on Unit G24 as women has not comeback for over 9 months. Her unit A/R balance alone is \$5,069.00. We have an amount of \$1,977.00 from 12 tenants we are in process of cleaning up.
- E. **FY14 BUDGET** – we continue to contact DHCD and are currently waiting on their approval. Please see attached budgets submitted by Tom Joy. *Board requests a rescheduled meeting with Fee Accountant*
- F. **TRAINING** – SMEDA Legislative Day 05/02/2014 in Raynham and met with Rep Susan Williams-Gifford (Sen Pacheco did not attend). Her comments were supportive and she wanted us to know that she stands behind our initiatives. *Donahue asked purpose of training and asked to be notified of all training and communication so the board can plan to attend if they wish.*
- G. **SUBSIDIES** – We have not received any new subsidies since 04/04/2014.
- H. **GRANT REQUESTS** - We did not receive our grant request for monies from AD Makepeace Community Fund for Lighting in Redwood village.
- I. **TOWN OF WAREHAM** – We are able to bring in our 1.5 inch brush and larger to the Municipal Main Shed for disposal.
- J. **NSTAR LIGHTING** – Redwood – we have been in touch with David Conna LS Energy Associates a division of motti electric on energy efficiency. We are moving along on replacement of lighting in the Parking areas and lighting around the buildings.

Motion to accept Administrator's report by Bronk, 2<sup>nd</sup> by Donahue 5-0-0.