

The new Wareham Housing Authority (WHA)
Regular Meeting
Agawam Community Building
June, 18 2014

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

Present: Robert Powilatis, Chairman, William Lockwood, Member, Jane Donahue, Member, Donna Bronk, Treasurer

Absent: Rudolph Santos, Vice Chair

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

The chair announced that all electronic devices should be off and asked all to rise for the "Pledge of Allegiance."

OLD BUSINESS:

1. Approval of minutes for 5/21/2014, Motion Lockwood, 2nd Donahue, 4-0-0.
2. Authorization to sign bills and documents that have adequate supporting documentation and appropriate Administrator approval. After further discussion, approval from board to have 3 signatures for the warrant and 2 signatures to sign checks. Motion by Bronk and 2nd by Lockwood, 4-0-0.
3. Bill Lockwood stated appointment to the Community Preservation Committee was finally approved and he was sworn in.

NEW BUSINESS:

1. HUMAN RESOURCE REPORT – Powilatis discussed ready to do interviews for maintenance position to finalize at next meeting. Motion made and 2nd 4-0-0.
2. INFRASTRUCTURE REPORT – Lockwood discussed latest applications filed for CPC funding due on June 2, 2014 for the renovations of the East and West Wareham schools that potentially used to add more units and the return of unit #51 back to a housing unit in exchange for putting office back in community room. The school CPC article has been put on hold and the addition of one unit was approved and placed in the next step of the process. Update on Siding/Handicap units. Stoops bids are in and being vetted through DHCD. We will proceed with plumbing and flooring CPC projects approved at Spring 2014 Town Meeting. Motion made and 2nd 4-0-0
3. ADMINISTRATOR'S REPORT – See Attached, motion made 4-0-0.
4. AUDIT – Will move forward when staff is available
5. TOM JOY – Fee Accountant – Explained his role with the WHA. Maintains general ledger, maintains monthly payroll reporting, W-2's, no 1099's, and Quarterly budget reporting to DHCD. Explained the subsidy allocation to the WHA.
6. Due to the DHCD visit Donahue suggested a meeting on 06/26/2014 to start review of policies to follow thru with CAP. Next meeting scheduled at 06/26/2014 3:30 pm Agawam to review and update policies.

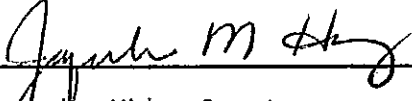
Citizens Participation

Tenant Alves thanked the maintenance on removal of leaves, branches, etc. Asked if the WHA could seed.
Questions of Air conditioner charges and length of time in window.

Motion to Adjourn 2:00 p.m. Donahue and Lockwood 2nd 4-0-0

Next Meeting 06/26/2014 3:30 pm Agawam Village Community Room

A True Copy Attest



Jacqueline Hickey, Secretary

8/19/14

Administrator's Report

06/18/2014 Meeting

- A. **WAIT LISTS** – 12 new applications have come since 05/18/2014. We still have not received an ok from DHCD to freeze wait list. They are waiting for FY13 certifications. We have sent out 30 “are you still interested” letters to prospective tenants
- B. **MAINTENANCE** – New number coded locks and lighting put on community building at Agawam. This gives residents better access to do laundry in the morning. We have 4 tree companies come and take a look at both Agawam and Redwood. The two quotes that I have received to date are around \$5,000.00 (for about 28 trees). Joe Barboza will take a look at the piles of leaves, needles etc. and he will give us a price. We have reinstalled speed bumps and it has significantly reduced speeders thru Agawam.
- 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.
- D. **TENANTS A/R** – As of 06/18/2014 we have 3 tenants with A/R balances of (\$5,986.00) all are under repayment agreements, 1 tenant with a 30 notice to quit Balance of (\$5,552.00). We have an amount of \$1,247.00 from 5 tenants we are in process of cleaning up.
- E. **FY14 BUDGET** – We need to make some budget adjustments. Tom Joy could give a better insight into how we should do this.
- F. **SUBSIDIES** – We have received \$20,000.00 since May 18, 2014. Will received all of the remaining subsidies after June 30, 2014.
- G. **OFFICE** – We now have scanner capabilities and our computers are networked, each day we are more and more organized (new filing systems) and online banking.
- H. **DHCD**- Kim will be down 07/08/2014 to do a monitoring to check our CAP improvements. Capital Improvement Projects division of DHCD will be meeting with me on Friday on line to discuss the next FY improvements
- I. A BIG Thank you to the residents at Agawam and Redwood that have put in gardens and have helped with the landscaping, most especially Millie Clark who donated a beautiful Rose bush to Agawam and to Barbara Johnson who has put in countless hours of landscaping.
- J. Redwood Village residents will be having a barbeque on Monday June 23, 2015 at 5:00pm.
- K. Internet for Maintenance
- L. Successful meeting for the Tenants!