The Wareham Housing Authority (WHA)
Regular Meeting
Agawam Village Community Building
57 Sandwich Rd., Wareham, MA 02571
April 21, 2016

Recognizing a quorum the Treasurer called the meeting to order at 2:03 P.M.

Present: Robert Powilatis, Chairman, William Lockwood, Member, Rudolph Santos, Vice Chair

Absent: Jane Donahue, Member, Donna Bronk, Treasurer

Others Present: Jacqueline Hickey, Administrator/Secretary, Bob White, WCTV

The Chairman requested 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 to table the 10/04/2015 because they were not in package by Mr. Lockwood, 2nd by Mr. Santos, as voted 3-0-0. Motion to accept 03/23/2016 meeting minutes by Mr. Lockwood 2nd by Mr. Powilatis as voted 2-0-1.
2. Motion for authorization to sign warrants, checks and documents that have adequate supporting documentation and appropriate approval by Administrator by Mr. Lockwood 2nd by Mr. Santos as voted 3-0-0.

NEW BUSINESS:

Administrator's Report – As Attached and Presented to Board. Motion to accept Administrator's report by Mr. Lockwood and 2nd by Mr. Santos after discussion as voted 3-0-0.

Motion to accept Grievance Procedure as written, by Mr. Lockwood and 2nd by Mr. Santos, after discussion, voted 3-0-0.

Motion to accept Infrastructure Committee Report by Mr. Lockwood and 2nd by Mr. Santos, discussion, voted 3-0-0.

Budget Subsidy – Chairman asked where is that process? DHCD is caught up with the title of the Administrator vs. Executive Director. Mr. Lockwood motioned title of Administrator to Administrator / aka Executive Director, 2nd by Mr. Santos, discussion, voted 3-0-0.

Discussion on Email by Mass NAHRO on Representative's Susan Williams-Gifford co-sponsoring bill on increasing the State Subsidy to LHA's line item in the FY2017 Budget. Motion by Mr. Lockwood to formulate a Thank you note and 2nd by Mr. Powilatis, voted 3-0-0.

Motion to Adjourn to the next meeting May 18, 2016 2:30pm Redwood Community Center by Mr. Santos and 2nd by Mr. Lockwood, voted 3-0-0.

True Copy Attest,

Jacqui Hickey Secretary 5/18/16

THE WAREHAM HOUSING AUTHORITY

Administrator's Monthly Report

Property: Redwood/Agawam_____ Month: April 2016_____

ADMINISTRATIVE

A. Vacancies Carried Forward: _____4_____
B. Units Vacated Agawam:__Units Vacated in Redwood: 0
C. Units Rented Agawam:_____ Rented Redwood: __1_____
D. Total Month End Vacancies:_____3_____
*We are requesting a waiver for the 3 units in Redwood due to the Snow we have received

1. **Number of People on Waiting List Eligible:**

Resident Wareham Families eligible for MRVP:___79_____

Resident Wareham Elderly Residents:__81_____

Resident Wareham Handicap non Elderly:__73_____

Non Resident Families eligible for MRVP:_____344_____

Non Resident Elderly :__46_____

Non Resident Handicap:__141_____

TOTAL: __764_____

2. **Tenant A/R:** ***SEE ATTACHED,***

MAINTENANCE

Work Orders outstanding at the beginning period: 03/18/2016-04/19/2016_____2_____

Work Orders Completed this period:_____33_____

Work Orders Outstanding at end of the period:_____2_____

DHCD or SPECIAL PROJECTS

- Units 56 and 57 - Wall Board and under floors have been done will be painting. One issue with the asbestos underneath to put in new baseboard heaters. Will have Franklin Brothers due the asbestos inspection/removal when they come to door the unit 14 floor removal.
- Unit 14 – The 10 day permit application date has been put in and they will start the removal when they can.
- The Massachusetts Architectural Access Board has not issued a final opinion yet on the other extended railings due to an issue with the word "public." The amount to fix units 21 and 41 is going

to be $1,890.91. Board chair has requested we put in a request for a adjudicatory hearing. Board chair believes that this will have a negative impact and set a bad precedent adding additional unesscesary costs to the taxpayers.

- The contract #317018 Agawam Village siding/roof replacement included seeding landscape have been done.
- Emergency Lighting – We have begun that project to have lighted emergency exit signs in both of Community Rooms.
- Infrastructure Sub Committee Report – Please see attached
- The annual Mass NAHRO Conference is May 22 – May 25, 2016 at the Seacrest in West Falmouth, MA. Please log on to http://www.massnahro.org/Annual_Conference.php for information.
- The annual Mass Housing Partnership Housing Institute will be June 14 and 15, 2016 at Fort Devin's this year. It is important that someone goes.
- March 2016 – Met with Frank Gay the director of GATRA. We walked both properties. He seemed to think to put in a bus stop in redwood would not be feasible due to where the bus stops close to the Redwood Community Building. He is going to reach out to South Coast to see if we can get the back gate open so we can resume a regular bus stop at Redwood. Agawam Village, he will look into putting in the works by Building 4.
- 04/6/2016 – Met with Mr. Bob Either, Board of Health Director and the Board of Health. Questions regarding the process of the new regulation that goes into effect 05/01/2016.
- With regards to an unpaid rent for unit 46 we speak to a court appointed mediator first on April 25, 2016. This is a Monday and I will be at that discussion.
- 03/17/2016 – Met with Ms. Laurie from the Supportive Services of Hall keen Management. This branch offers supportive services (helps with any issues residents have) in Cranberry Manor and Depot Crossings. On May 25, 2016, at the Redwood Community Center, we are going to host a round table discussion to identify all subsidized housing opportunities in Wareham and work together to identify all of the supportive services to help our families to become stable.
- DHCD on Board Training with Inspector General's Office on April 29, 2016 (Friday). They do have one more seat available if anyone is interested.
- 04/26/2016 – Will go to training (Employee Evaluations) in Plymouth with Pat Grace.
- 04/28/2016 – Capital Improvement Plan for FY17 will meet with CyberSense Training (State Contractor/Vendor that "trains" LHA with project creation and follow thru). We have our plan in place. One of the requirements regarding the CIP is the Lead Certification. We need all of the Board members to sign this document. We at Wareham Housing Authority follow all of the state and federal laws with regards to lead. We are required to give each new resident a copy of the Tenant Lead Law Notification and the Tenant Certification form which both myself and the tenant signs. We explain that all the buildings were built before 1978. As per DHCD we have no reports indicating there is lead based paint on the interiors of the buildings. We are an elderly complex with no children under 6.
- Grievance Policy – If the Board so chooses to vote in this DHCD approved standard policy. We have the Tenant Relations Sub-Committee. I believe that the Grievance Procedure adopted would be the Pages 41-49. The sub-committee would be the 3 member panelists for a hearing if a grievance gets this far with any tenant hearing.

Respectfully Submitted, Jacqui Hickey Administrator