

The Wareham Housing Authority (WHA)
Regular Meeting
Redwood Park Village Community Building
34 Church Ave., Wareham, MA 02571
April 18, 2018

Recognizing a quorum the Chair called the meeting to order at 3:36 P.M.

Present: Robert Powilatis, Chairman, Eleanor Martin, State Appointee, Jean Connaughton, Member

Absent: William Lockwood, Vice Chairman, Donna Bronk, Treasurer

Others Present: Jacqueline Hickey, Administrator/Secretary,

The Chair requested that all electronic devices should be turned off so as not to interfere with the meeting and asked all to rise for the "Pledge of Allegiance."

OLD BUSINESS:

1. Motion to accept and approve 3/28/2018 regular meeting minutes by Ms. Connaughton, 2nd by Ms. Martin, as voted 3-0-0.
2. Motion for authorization to sign warrants, checks and documents that have adequate supporting documentation and appropriate approval by Administrator by Ms. Martin, and 2nd by Ms. Connaughton, as voted 3-0-0.

NEW BUSINESS:

- A. After Discussion, motion made to accept the Capital Improvement Plan thru 2023 as shown in the attached DHCD Report by Ms. Martin and 2nd by Ms. Connaughton, with request form board to write DHCD and ask them to explain funding and utilization of funding as voted 3-0-0.
- B. After discussion on the low bid from MJ Connors, for the tub replacement for unit C-13, motion made to accept lowest bid and to sign contract when it is available to sign, by Ms. Connaughton and 2nd by Ms. Martin, as voted 3-0-0.
- C. Administrator's Report –after presentation and discussion, motion to accept Administrator's report by Ms. Connaughton and 2nd by Ms. Martin, as voted 3-0-0.
- D. Infrastructure report – after presentation and discussion, putting in Agawam Village shrubs and fencing on Sandwich road side, the CPC application for 4 units is due on June 2, 2018 for the fall town meeting, and maybe getting design and site work down for new units by CEDA or Affordable Trust, motion made to accept the infrastructure report by Ms. Martin and 2nd by Ms. Connaughton, as voted 3-0-0.

Motion to adjourn the meeting by Ms. Connaughton and 2nd by Ms. Martin, next meeting 05/23/2018, 3:30pm, Agawam Village, 57 Sandwich Road, Wareham, MA 02571, as voted 3-0-0.

True Copy Attest, Jacqueline Hickey, Secretary

Approved 5/23/18

THE WAREHAM HOUSING AUTHORITY

Administrator's Monthly Report

Property: Redwood/Agawam__103 units_____

Month: April 2018_____

ADMINISTRATIVE

- A. Vacancies Carried Forward: ____4____
- B. Units Vacated Agawam:____ Units Vacated in Redwood:_____
- C. Units Rented Agawam:____1____ Rented Redwood:_____
- D. Total Month End Vacancies:____3____(16,45, and H-21)_____
- E. Unit 33 vacated 03/09/2018 signed lease on 04/13/2018.
- F. Unit 16 – vacated 02/28/2018
- G. Unit 45 – vacated 03/15/2018
- H. Unit H-21 – vacated 03/31/2018

1. Number of People on Waiting List Eligible:

Resident Applications: ____220_____

Non-Resident Applications: __556_____

TOTAL: ____776_____

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

3. MAINTENANCE

Work Orders outstanding at the beginning period: 1 03/26/2018-04/17/2018_____

Work Orders Completed this period: ____35_____

Work Orders Outstanding at end of the period: ____6_____

DHCD or SPECIAL PROJECTS

03/29/2018 – Received the tenants survey

03/30/2018 – Workman's Comp Insurance is coming due and we need to look to alternatives to help save insurance costs.

04/06/2018 –Meeting with Cyber Sense to go over the beginning of the DHCD Capital Improvement Plan for the FY19 Plan reflecting out 3-5 years. I am going to enclose once again a copy of the work that needs to be done and has been done. On April 6, 2018 added roofs new projects in a training session in Milford. Please see attached the Board report, we will need a vote on acceptance. I also am presenting to the residents and will have a meeting Thursday 04/19/2018 for Redwood and Agawam.

04/02/2018 – We have officially moved into new office. I really like being here!

04/18/2018 –We have scheduled a free bio hazard training for Maintenance team and they are reaching out to other local Housing Authorities to invite any other LHA's Maintenance teams to join in.

04/16/2018-Our CD with Eastern has come to maturity. We earned \$548.89 in interest that will be deposited in the Eastern Bank WHA Savings account. We are going to roll over the 100K for a 5 month cd with an interest yield of \$812.50.

04/19/2018 – We are having the Pharmacann folks in to give a presentation at both Redwood and Agawam. We are also having a tenants meeting as well.

04/30/2018 – this is MA NAHRO's annual legislative day in Boston, MA at the State House for Local Housing Authorities.

05/09/2018 – We have been notified by the Wareham Zoning Board of Appeals that Wareham Family Dental wants a new dental office in a residential zone of 43 and 45 Sandwich Road. 05/09/2018 at 6:30pm.

June 2018 – we will be receiving quotes for our electricity costs. We have received one so far from secure energy, (it is who we have at this moment).

Infrastructure Report

03/28/2018 – Please see the attached bid review and acceptance for the shower renovation for unit C-14. We need a vote of acceptance.

03/02/2016 – Storm Damage – We have received a bill from Pontiac Tree and it has come in at \$750.00 since our deductible is \$1,000.00 we will not pursue insurance reimbursement.

04/12/2018 – DDC Construction came by to measure the windows and doors as well as the asbestos removal company. They think they will be here on May 14/May 15 to start the job.

04/12/2018- Please see attached the costs for the permitting for the new job. \$8,983.20

Deferred Maintenance – We have the following items on our DMP – New rugs and window coverings for Redwood, finish painting all hallways for Redwood, upgrade all co2 and smoke alarms with the 10 year model, remove all broken fencing around trash containers and bring to dump, Design and construct drainage for building #5 and #2 in Agawam, Replace Bollards around building #2, Build a closet around filing cabinets, Building #1 in Agawam repair steps and handrails due to end of useful life of railings and walkway, Upgrade flooring in C14 and A14, D21 one leg of wire from tstat to baseboard is not working will fix in spring when heat goes off, minor leak in b building basement hot water supply to first floor baseboard heater will fix when heat goes off for season

Respectfully Submitted, Jacqui Hickey Administrator/Executive Director