

The Wareham Housing Authority (WHA)
Regular Meeting
Redwood Village Community Building
34 Church Avenue
, Wareham, MA 02571
October 24, 2018

Recognizing a quorum the Chair called the meeting to order at 3:31 P.M.

Present: Robert Powilatis, Chairman, Donna Bronk, Treasurer, Jean Connaughton, Member

Absent: William Lockwood, Vice Chair, Eleanor Martin

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

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 09/19/2018 regular meeting minutes by Ms. Bronk, 2nd by Ms. Connaughton, 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. Connaughton, and 2nd by Ms. Bronk, as voted 3-0-0.

NEW BUSINESS:

- A. Administrator's Report –after presentation and discussion, motion to accept Administrator's report by Ms. Connaughton and 2nd by Ms. Bronk, as voted 3-0-0.
- B. Infrastructure report – After presentation and discussion, motion to accept Infrastructure Report and by Ms. Connaughton and 2nd by Ms. Bronk, 3-0-0.
- C. Motion to approve the certificate of substantial completion and final payment (\$2,403.46) of job #317032 (Unit C-13 ADA Shower bathroom upgrades by Ms. Bronk and 2nd by Ms. Connaughton, as voted 3-0-0.
- D. Motion to approve change order #5 for job 317028 Roof for bldg. #3 and siding, windows, and doors, etc. for additional stoop reconstruction on unit #52 for \$3,770.00 and Change Order #6 to replace building #5 walkway as written by DDC Construction in the amount of \$16,390.00 by Ms. Connaughton discussion Ms. Bronk raised concerns over the cost of the walkway and wanted it noted she is voting reluctantly, 2nd by Ms. Bronk as voted 3-0-0.
- E. Motion to vote to approve the certificate of substantial completion by DDC Construction as represented by Nault Architects and DDC Construction by Ms. Connaughton and 2nd by Ms. Bronk as voted 3-0-0.

Motion to adjourn the meeting by Ms. Bronk and 2nd by Ms. Connaughton, as voted 3-0-0. Next meeting November 28, 2018 at Agawam Community Room 3:30pm.

True Copy Attest, Jacqueline Hickey, Secretary

THE WAREHAM HOUSING AUTHORITY

Administrator's Monthly Report

Property: Redwood/Agawam__104 units_____

Month: October 2018_____

ADMINISTRATIVE

- A. Vacancies Carried Forward: ____4____
- B. Units Vacated Agawam: ____ Units Vacated in Redwood: __1____
- C. Units Rented Agawam: _____ Rented Redwood: _____
- D. Total Month End Vacancies: ____5____
- E. Unit 12 –vacant June 30, 2018 Leased up 11/01/2018
- F. Unit 31 – vacant September 30, 2018 leased up 11/01/2018
- G. Unit 34 – vacant July 31, 2018 – the asbestos remediation happened at 10/23/2018
- H. Unit 51 – vacant old office - leased up 10/26/2018
- I. Unit G23 – vacant 09/30/2018

1. Number of Eligible People on Waiting List:

Resident Applications: ____208____

Non-Resident Applications: __467____

TOTAL: ____675____

2. Tenant A/R: *SEE ATTACHED*

3. MAINTENANCE

Work Orders outstanding at the beginning period: 21 09/19/2018-10/24/2018_____

Work Orders Completed this period: ____80____

Work Orders Outstanding at end of the period: __10_ (including 5 unit Turnovers 3 with DHCD Extensions)___

DHCD or SPECIAL PROJECTS

10/11/2018 – Thank you to senior whole health for brining pie and ice cream to Agawam village and Redwood village. To present the senior whole health program.

10/16/2018 – DA Cruz was here and brought a pizza lunch and goodies. Fun was had by all, the goodies and pizza were paid by confiscated cash and items that were from criminals. DA Cruz was very interesting informing residents on possible scams and other criminal behavior affecting elderly. Thank you to DA Cruz and his staff!

10/22/2018 – Our Annual PMR was on Monday 10/22/2018. Mary Farrell and Robert Garrett have come and have emailed the results of the walk thru of the units. The other suggestions that were made was to have a written deferred maint. Plan and a written preventive maint plan. Although we have a preventative maint guideline in writing (what we follow) they would like to see a written policy.

12/03-12/04/2018 – MANAHRO annual Fall Conference will be in Natick this fall.

Acting Police Chief has reached out to WHA and will be here on November 15 and November 16, 2018 to also talk about senior safety. We look forward to Acting Chief Walcek's presentation.

Infrastructure Report

Agawam Sign – Has been installed. The insurance has signed off of this and will be sending payment shortly.

CPA – Unit 51 is 99% Complete. We have the doors to the wardrobe and some final touchups to finish. The tenant will be signing lease on Friday 10/26/2018.

Building #3 and #5 – Completed except punch list items. Very minor items they will be here Thursday and Friday to finish them and to redo the stoop in unit 52. They soon will begin paving the walk way in front of building #5.

Unit C-13 – Completed as of Thursday 10/25/2018.

Reached out to Guy Campinha for the status on pump it takes 3 months to build and he expects it to be here late September 2018 and he will install shortly after he receives it, there was also plumbing upgrades that he needed to do before installation. *We have not heard from Guy at this time and he said he will let us know when it is in.*

We do have a mother board issue with the fire alarm system in Agawam. The fire department came to test alarm and update their information on their file and are aware of this issue. The alarm still works and calls to the fires station.

Our heating system is 5 years old in Redwood. Last month we had a very hard time replacing a circulator pump. It took 3 weeks to get part. Part was located and installed and issue has been resolved.

We will need a vote on the Certificate of Substantial Completion for the Fish #317028 (Building #3 and #5). We need a vote on the change order to add the additional paving in front of building #5. The additional costs is \$16,390.00. The state had the CPC allocation at \$35,500.00, we have a payment of \$37,000 going out to DDC. Leaving \$1,500.00 plus the remaining \$14,000 in change order allocation budget money, we would pick up the remaining \$890.00 (budgeting it as 16,390.00) out of WHA to finish and also correct our drainage issue in front of this building.

Deferred Maintenance – We have the following items on our DMP – New rugs and window coverings for Redwood hallways, finish painting all hallways for Redwood, upgrade all co2 and smoke alarms with the 10 year model, Design and construct drainage for building #2 in Agawam, 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, Upgrades to the Agawam Community Room Bathrooms and fencing/shrubbery on the Sandwich Road side.

Respectfully Submitted, Jacqui Hickey Administrator/Executive Director

COMMUNITY PRESERVATION COMMITTEE

October 24, 2018

Present: Brian Litchfield, Co-chair, Sandy Slavin, Co-chair, Jean Connaughton, Joe Leggett, Barbara Smith, Sherbie Worthen, George Barrett (arrived 6:20)

Guests: Sharon Gay, CPC consultant, Sandy Conaty, SRPEDD deputy director/consultant, Richard Swenson, Redevelopment Authority, Marie Grieg, Mary Mckenzie, Wareham Courier

Call to Order – Sandy Slavin opened the meeting at 6:02pm.

Sharon Gay, STG Consultant Services, Ms. Gay presented her credentials; 40 years community development experience including several years of CPA technical assistance to Bridgewater and Falmouth. Committee discussed issues around funding Agawam housing and possibilities for using the Housing Trust. Committee reviewed current procedures for working with grantees, from applications through submission and funding. Brian Litchfield proposed funding of \$4,000 maximum for consulting services from now until the end of the fiscal year, June 30, 2019. Barbara Smith seconded. **Vote: 6-0-1**

Sandy Conaty, SRPEDD, will be updating the CPA plan and application process on the Town's website. She presented a review of the 2018 Master Plan Vision, 2017 Open Space & Recreation Plan and 2013 Housing Production Plan including areas with relevance for CPC. The 2018 MP Vision Strategy will "Revisit and refocus the use of Community Preservation funds". The plan stresses working with partners to update the Plan and "reinvigorate the town's use of CPA." The committee will review a draft from Ms. Conaty at the November 14th meeting.

Minutes, August 22, 2018: motion to approve minutes. Correction noted in amount granted to Lillian Gregerman Bandshell should have been \$333,000, not \$330,000. Joe Leggett moved to approve amended minutes. Jean Connaughton seconded. **Vote: 6-0-1**

Open Projects Update:

- **Lukey Park** – all play equipment installed, awaiting quote on driveway and walking trail.
- **Little League Ballpark** – "Q." is requesting project's balance of \$8,633 to remove glass from site.
- **Concession Stand** – had Grand Opening before first football game. In addition to CPC funding, electrical equipment was donated.
- **Agawam Senior Housing** – former office space transformed into apartment has been leased.

Spring Town Meeting Articles: will be due to CPC by December 12, 2018.

Committee received 61A Request for small parcel off Glen Charlie Road. CPC does not support purchase. Leggett made motion, Connaughton seconded. **Vote: 7-0-0.**

November 14, 2018 – next meeting.

Adjournment – motion to adjourn made and accepted, 7:30pm.

Respectfully submitted by Sherbie Worthen, clerk, Community Preservation Committee

Sherbie Worthen, clerk, 2/4/19