

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS – June 12<sup>th</sup>, 2023**

---

ROLL CALL

Chairman Allen Gallagher called the regular meeting of the Watertown Housing Authority Board of Commissioners to order at 4:00pm. Upon roll call, those present were as follows:

PRESENT

Allen Gallagher  
Cynthia Galligan  
Patricia Santos  
Thomas Beggan  
Shannon Lawn

ABSENT

1. MINUTES

On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the minutes of the May 8th, 2023, Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Lara discussed the new hires at the WHA: Ayana Cole as the new part time resident services coordinator, Pedro Fortin as a laborer/mechanic, and Alfredo Dimatteo as a plumber/mechanic.

Mr. Lara discussed the recent volunteer assistance by the Watertown Community Foundation for our senior tenants organized by the Director of Resident Services Olivia Fields and Director of Operations Kristen Monti.

Mr. Lara stated the WHA had received multiple community grant fund awards thanks to the efforts of Olivia Fields. He also congratulated Ms. Fields on receiving a Community Spirit Award earlier in the month.

Mr. Lara stated the WHA has received an Asbestos Flooring Abatement Award in the amount of \$68,083.00.

Mr. Lara stated that on of June 13<sup>th</sup>, 2023 he will be appointed as the next president of MassNAHRO. Chairman Gallagher congratulated Mr. Lara and said the Board is very proud to have him represent Watertown in this new position.

### 3. FINANCIAL

#### A. May 2023 Expense Warrant

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the Expense Warrant for May 2023 with total expenditures of \$755,534.90.

#### B. YTD Statement, January 1<sup>st</sup>, 2023 – April 30<sup>th</sup>, 2023

C. On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the tenant account balance write-off for the 667 program in the amount of \$654.00, and for the 200 program in the amount of \$35,083.93, for a total of \$35,737.93.

### 4. PROGRAMS

#### A. Monthly Leased Housing Manager Report

#### B. PMR Closeout 2022

Mr. Lara discussed the Performance Management Report findings for 2022 which consists of three parts: Operations, Facilities and CHAMP audits. He stated there were no findings in the operations audit but the WHA received one corrective action from the CHAMP audit based on a single data entry error and one corrective action from the Facilities audit based on a work order that could not be completed within 30 days due to staff capacity.

#### C. Contract for Auditing Services

Mr. Lara discussed the WHA's new auditing agency EFPR Group.

On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted upon a roll call to approve the contract between EFPR Group and Watertown Housing Authority to provide audit-related services for FYE 2022, 2023, and 2024.

#### D. Learning Center- Computer Use Policy and June Calendar

Mr. Lara discussed the new computer lab hours at the Lexington Gardens Learning Center including the computer lab policies and supervision during open hours.

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the rules for computer use at the WHA Learning Center's computer lab, effective immediately.

## 5. LOCAL TENANT ORGANIZATION

Munger Apartment's LTO President Mr. Mello expressed gratitude to WHA staff for making improvements to the community garden and congratulated Ms. Fields for her Community Spirit Award and Mr. Lara for his upcoming appointment as MassNAHRO President.

McSherry Gardens LTO Secretary Stephen Felton thanked Director of Maintenance and Modernization Anthony DiGiovanni for hiring a company to come trim tree branches on site and Director of Operations Kristen Monti for providing paint to use on the courtyard picnic table. He also discussed the Memorial Day barbeque they organized.

## 6. MAINTENANCE AND MODERNIZATION

- A. On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted upon a roll call to approve the WHA staff to invite bids for elevator maintenance & repair services for a term of five years, subject to the approval of EOHLC.
- B. Mr. Lara discussed the regulations being enforced by the Department of Public Utilities for all state and federal housing authorities regarding upgrades to gas piping. He stated the WHA is proactively working with GCG Associates to do an initial investigation into Lexington Gardens and survey what the required upgrades might entail.

Mr. Galligher asked where the funding for these upgrades would come from. Mr. Lara explained that although EOHLC agrees that housing authorities will have difficulties funding these upgrades, the DPU wants to see initial plans in place.

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the contract between WHA and GCG Associates to assess and develop a plan to change the existing gas services on site to be metered outside, subject to the approval of EOHLC.

- C. Mr. Lara discussed phase one of the upcoming site and accessibility upgrades project at the McSherry Gardens development including the cost estimates and the WHA's plan to inform tenants about the project.

On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the owner-contractor agreement between the WHA and Homer Contracting, Inc. for FISH #321082 site and accessibility upgrades at McSherry Gardens, in the amount of \$4,063,000.00, subject to the approval of EOHLC.

- D. Mr. Lara and the Director of Maintenance and Modernization Anthony DiGiovanni expressed their satisfaction with the improvements made at the Lexington Gardens Learning Center.

On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted upon a roll call to approve the Certificate of Final Completion for FISH #321085, the Lexington Gardens Learning Center interior improvements, with remaining payment of \$19,304.46, subject to the approval of EOHLC.

- E. Mr. Lara and Mr. DiGiovanni discussed upcoming Fire Alarm System improvements on the B side of Munger Apartments.

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the contract for designer services between the WHA and Nangle Engineering, Inc., for FISH #321088, Fed Pacific Panel and Fire Alarm System improvements at the Munger Apartments, in the amount of \$47,000.00, subject to the approval of EOHLC.

- F. On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the contract for designer services between the WHA and Norian/Siani Engineering, Inc., for FISH #321092, to replace the fire pump controller at the Munger Apartments, in the amount of \$9,000.00, subject to the approval of EOHLC.

- G. Mr. DiGiovanni discussed the 60-64 Robert Ford Road drainage and foundation improvement project. He stated that the WHA had decided against installing granite stairs due to concerns about their endurance, which resulted in a credit of \$2,000 bringing the new total for the project to \$6,092.00

On a motion duly made by Mrs. Galligan, seconded by Mr. Beggan, it was unanimously voted upon a roll call to approve Change Order #2 for the 60-64 Robert Ford Road drainage and foundation improvement project, to remove existing windows, install additional window wells and connect both wells to the new drainage line, in the amount of \$6,092.00.

## 7. MISC

Mr. Lara highlighted the June Springwell Gazette and the MATA Newsletter provided by the Munger Apartments LTO.

Next Board Meeting July 10<sup>th</sup>, 2023

---

## ADJOURNMENT

Mr. Beggan motioned to adjourn the meeting; Mrs. Galligan seconded the motion. The motion was adopted unanimously on a roll call vote. The meeting was adjourned at 4:58 p.m.

---