

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS – July 11<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 June 12<sup>th</sup>, 2023, Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Lara stated the new Capital Bond Bill is potentially increasing from \$600 to \$660 million over the next five years and expressed disappointment as that increase fell short of the amount that was being campaigned for. He discussed the projected distribution of these funds.

Mr. Lara stated that NAHRO and EOHLC had a meeting and discussed budget guidelines and the upcoming changes to CHAMP including the new third-party company Archipelagos Systems (ASG) that will be taking over the responsibility of determining applicant priorities on the state-aided public housing waitlist.

Mrs. Galligan asked if these changes were being made due to complaints of ongoing difficulties with CHAMP. Mr. Lara explained that the changes were made to alleviate the administrative burden on housing authorities and to establish a more centralized system for priority approvals/denials.

Mr. Gallagher, Mrs. Galligan and Mr. Lara expressed concerns about the lack of discretion housing authorities will have when assisting applicants going forward with these new changes.

Mr. Lara spoke about his upcoming meeting with Secretary Ed Augustus to discuss housing production and redevelopment.

### 3. FINANCIAL

#### A. June 2023 Expense Warrant

On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted upon a roll call to approve the Expense Warrant for June 2023 with total expenditures of \$1,048,799.37.

#### B. YTD Statement, January 1<sup>st</sup>, 2023 – June 31<sup>st</sup>, 2023

Mr. Lara noted that the WHDC has built up reserve funds and are investigating investment opportunities to increase those funds over time.

### 4. PROGRAMS

#### A. Monthly Leased Housing Manager Report

#### B. Operations Report Summary

Director of Operations Kristen Monti presented her 2023 Operations Report which highlighted tenant selection statistics, the CHAMP application process, programmatic areas of focus, rent calculation, tenant account receivables, Willow Park developments and the CDBG food program.

#### C. Resident Services Report Summary

Director of Resident Services Olivia Fields presented her Resident Services Mid-Year Summary which highlighted contact statistics, staffing updates in her department, programming, grants and rental assistance.

Mrs. Galligan thanked Ms. Fields and Mrs. Monti for their efforts in assisting the residents of the WHA.

Mr. Paul Power, a tenant of the Watertown Housing Authority, commended Ms. Fields for the work she does for the tenants and says he is proud to live at the WHA.

### 5. LOCAL TENANT ORGANIZATION

Munger Apartments LTO President Jimmy Mello stated the WHA staff is always wonderful and the tenants are looking forward to the upcoming tenants' brunch organized by the Watertown Community Foundation and Olivia Fields.

Steve Felton of the McSherry Gardens LTO stated he spoke with Director of Maintenance and Modernization Anthony DiGiovanni about the upcoming modernization projects

happening at the development and he expressed gratitude about the LTO being kept informed.

## 6. MAINTENANCE AND MODERNIZATION

Mr. DiGiovanni thanked Mr. Powers for his kind words and Ms. Fields and Mrs. Monti for their hard work.

- A. On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted upon a roll call to approve the Certificate of Final Completion for FISH #321080, the Lexington Gardens Screen Door Replacement project, subject to the approval of EOHLC.

## 7. MISC

Mr. Lara stated the Annual Plan Public Hearing will be held on Tuesday September 5<sup>th</sup>.

Next Board Meeting September 11<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 5:43p.m.

---