

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS – October 10th, 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 September 11, 2023 Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Lara presented to the Board of Commissioners on the upcoming 5-year bond bill for Public Housing, which could be the largest increase to date.

Mr. Lara informed the Board that Rich Conlon CPA has partnered with Marcum LLP, WHA's former auditing agency. To avoid conflict of interest, WHA was audited by EFPR Group for the 2022 audit which was recently successfully completed.

- a) Amendment #1 to ARPA Contract for Financial Assistance 4050

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the amendment #1 of the Contract for Financial Assistance (CFA) 4050 in the amount of \$1,000,000.00 for the ARPA targeted award for unit accessibility.

3. FINANCIAL

- a) September 2023 Expense Warrant

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve the expense warrant for September 2023 in the amount of \$777,563.76.

- b) WHA Fleet Procurement

Mr. Lara informed the Board of Commissioners that Maintenance Field Supervisor Patrick Breen has announced his retirement on December 1, 2023. Patrick will be shifting to work part-time with WHA beginning in January 2024. Michael explained the change in drivers for each WHA vehicle.

On a motion duly made by Mr. Beggan seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve the procurement of a 2024 Ford Edge for \$47,000.00.

4. **PROGRAMS**

a) Monthly Leased Housing Manager Report

Mr. Lara explained the recent challenge with leasing units within the community. WHA will be applying for the upcoming Moving to Work (MTW) NOFA and the benefits of this designation.

b) Quarterly Family Program Manager Report

Brian Anderson, Family Program Manager presented data on family resident meetings, on-site activities, TAR, repayment agreements and current legal statuses. Brian explained WHA's goal in encouraging residents to remain in compliance with rent payments and recertification requirements.

c) Quarterly Elderly Program Manager Report

Kristen Monti, Director of Operations presented data on elderly on-site activities in collaboration with the Resident Service Department, TAR, recertification workshops and the McSherry Construction relocation.

d) FY2024 Pilot Program – Mobility Mentoring Proposal

Olivia Fields LCSW, Director of Resident Services explains the RFP for the FY2024 Pilot Program, WHA's Goal in partnering with a local agency is to build from the Resident Service Departments stabilization assistance program by providing residents with coaching for economic mobility, bridge to self-sufficiency, goal setting and goal recognition. The identified agency will provide one-to-one mentoring on-site.

e) PHN 2023-16 Centralized Screening Determinations for Priority & Preference

Mr. Lara updates the Board of Archipelago Strategies Group (ASG)'s recent involvement in screening and verifying applicants' priority claims. ASG will streamline the process of collecting and processing applicant's documents.

Mrs. Lawn inquired about EOHLC's response to the current vacancies in Massachusetts including recent migrant families, Mr. Lara explained regulations surrounding fair housing and potential involvement from the Federal Government to address the need.

f) Personnel Policy Update

Mr. Lara and Dianne Santiago, Accounting Manager, explained the increases to accrual thresholds for vacation and sick time for both administrative and maintenance staff.

On a motion duly made by Mrs. Galligan seconded by Mrs. Lawn, it was unanimously voted on a roll call vote to the update to the WHA Personnel Policy.

g) Wayside Program Agreement MoU for 2023-2024

Olivia Fields, Director of Resident Services explains the partnership with Wayside Youth & Family conducting annual programming for WHA children at both the Lexington Gardens and Willow Park Learning Centers for 2024. Commissioner Galligan inquired about programming being conducted more than one day of the week. Olivia informed the Board of Commissioners that WHA can sponsor memberships for WHA families at the Watertown Boys and Girls Club in addition to the weekly programming.

5. LOCAL TENANT ORGANIZATION

Mr. Mello, MATA President, explains successful potluck dinner & tenant appreciation dinner. Mr. Mello thanks Olivia and Nalda for hosting a great Fair on the Sq booth.

6. MAINTENANCE & MODERNIZATION

a) 60-64 Robert Ford Road Foundation Drainage Project CO #3

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve change order #3 for the 60-64 Robert Ford Rd. foundation drainage project in the amount of \$5,582.00.

c) 60-64 Robert Ford Road Foundation Drainage Project CO #4

On a motion duly made by Mr. Beggan seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve change order #4 for the 60-64 Robert Ford Rd. foundation drainage project in the amount of \$1,034.00

d) 60-64 Robert Ford Road Foundation Drainage Project CSC

On a motion duly made by Mrs. Galligan seconded by Mrs. Lawn, it was unanimously voted on a roll call vote to approve the certificate of substantial completion for the 60-64 Robert Ford Rd. foundation drainage project.

e) FISH #321082 Construction Change Directive

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve the construction change directive, cost estimated at \$40,395.53, for FISH #321082, subject to the approval of EOHLIC.

7. MISC

a) Next Board Meeting – November 13th, 2023

b) Thomas M. Wade Learning Center dedication – October 19th, 2023

Mr. Lara presents speakers at the upcoming Learning Center dedication event and invites all Board Members.

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 5:10p.m.

Attested: _____
