

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS – September 11th, 2023**

ROLL CALL

Chairman Allen Gallagher called the regular meeting of the Watertown Housing Authority Board of Commissioners to order at 4:02pm. 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 July 11th, 2023 Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Lara provided an updated timeline on the ARPA application process with the city.

Mr. Lara discussed the changes to the tenant selection process that will be coming with the nonprofit ASG (Archipelagos Group) taking over priority screening on CHAMP.

Mr. Lara explained the recent flux in TARs for July and August.

a.) Willow Park RFP and Presentation

Peregrin Group, the WHA project consultants on the Willow Park Development Project, presented the recent Willow Park assessment along with the overall plan and timeline of redevelopment for Willow Park. The project team explained financial models, recent developer outreach, tenant outreach, goals of the development and an overview of the RFP (Request for Proposal) process to obtain a developer.

Mr. Lara discussed a recent tenant informational session held at Willow Park to inform tenants about the upcoming RFP process. During this time many tenants were supportive of the project and engaged in a Q&A at the end of the session.

Commissioner Beggan asked about the families that would be displaced by the redevelopment. Mr. Lara explained that all eligible public housing tenants from the

Willow Park development will have the right to return once construction is complete. Mr. Lara briefly describes the options for internal relocation as well as coordination with the developer for offsite relocation options while construction is happening.

3. FINANCIAL

a. July and August 2023 Expense Warrants

- (i) 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 July 2023 with the total expenditures of \$724,798.71.
- (ii) 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 August 2023 with the total expenditures of \$674,933.58.

b. YTD Statement, January 1st, 2023 – July 31st, 2023

Mr. Lara provided details about the budget guidelines for next year and an ANUEL increase of 7% and 13% for the 667 program.

c. Fee Accounting Contract

On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted upon a roll call vote to approve the contract between the Watertown Housing Authority and Richard W. Conlon, Jr. CPA for a period of January 1st, 2024 to December 31st, 2026.

4. PROGRAMS

a) State Public Housing Capital Plan

Mr. Lara presented the plans for improvement at McSherry Gardens which includes site and unit accessibility as well as basement waterproofing at the Lexington Gardens development.

Mr. Lara details future plans for continued improvements across all WHA developments.

On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted upon a roll call vote to approve the Watertown Housing Authority Capital Improvement Plan for July 1st, 2023 to June 30th, 2024, subject to the approval of EOHLC.

b) State Public Housing Annual Plan

On a motion duly made by Mrs. Lawn, seconded by Mr. Beggan, it was unanimously voted upon a roll call vote to approve the Watertown Housing Authority Annual Plan for its state-aided public housing programs, and certify that an Annual Plan Public Hearing took place on September 5th, 2023, with an option to log in virtually, and that all facts and information contained in the Annual Plan are prepared in accordance with the requirements of the regulations at 760 CMR 4.16 and 6.09, subject to the approval of EOHLIC.

c) 103 Nichols Avenue

1. EOHLIC Approvals

Mr. Lara details the creation of 103 Nichols, LLC. and disposition of the property from EOHLIC's portfolio. He also explained the benefits of creating the LLC in regards to procurement relief under the Economic Development Bill.

2. Board Resolutions for disposition of property to WHDC

The Board of Directors of the Watertown Housing Authority, a public body corporate and politic organized under the laws of the Commonwealth of Massachusetts ("WHA"), adopts the following resolutions:

That WHA presently owns and operates the 103 Nichols Avenue Group Home (the "Project") located in Watertown, Massachusetts.

Pursuant to action by the Board of Directors of WHA, it has been determined that the sale and redevelopment of the Project serves WHA's purpose of providing safe and sanitary dwelling accommodations for persons of low income.

In order to facilitate the redevelopment of the Project, WHA intends to sell the Project for the purchase price of One Dollar and No Cents (\$1.00) to 103 Nichols, LLC, a Massachusetts limited liability company (the "Company"), whose sole member is Watertown Housing Development Corporation, a Massachusetts nonprofit corporation (the "Managing Member"), of which WHA is the sole shareholder (the "Sale").

That Michael Lara (the "Authorized Person") is authorized and instructed on behalf of WHA to execute and deliver any documents, instruments, and agreements necessary or desirable to facilitate the Sale and take any other action of whatever nature as such Authorized Person deems necessary or desirable to effectuate the same.

That all actions previously taken by any directors or officers of WHA related to any of the foregoing be and hereby are ratified and approved.

d) Monthly Leased Housing Manager Report

Mr. Lara presented the Monthly Leased Housing Report and expressed concerns about current voucher holders' ability to successfully lease up in the current housing market.

5. LOCAL TENANT ORGANIZATION

Munger Apartments LTO President Jimmy Mello spoke about upcoming meetings and events happening at 100 Warren St.

McSherry Gardens LTO Secretary Stephen Felton spoke about the current status of the construction project happening at the development.

6. MISC

a) Next Board Meeting – October 10th, 2023

b) Thomas M. Wade Learning Center dedication – October 19th, 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 5:10p.m.

Attested: _____
