

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS – November 13th, 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 October 10, 2023 Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Lara provided an update on the status of shelters in Massachusetts, as well as the upcoming Bond Bill which includes funding for public housing redevelopment. Mr. Lara discussed MassNAHRO's recent advocacy for public housing in Massachusetts communities.

Mr. Lara provided an ARPA update and explained the recent presentation to the City Council on Watertown Housing Authority's McSherry Gardens Phase 2 Development application.

Mr. Lara provided a timeline update for the 103 Nichols Ave design services RFP, as well as the Willow Park redevelopment RFP. Chairman Gallagher inquired about zoning changes for the development project. Mr. Lara clarified the plan for potential zoning changes within the scope of the project.

3. FINANCIAL

a) October 2023 Expense Warrant

On a motion duly made by Mrs. Galligan seconded by Mr. Beggan, it was unanimously voted on a roll call vote to approve the Expense Warrant for October 2023 with the total expenditures of \$1,468,177.45.

b) Accounting Inactive Account Write Offs

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve the tenant account write-offs in the amount \$4,566.00.

4. **PROGRAMS**

a) RSC NOFA – Application for Increased Funding

On a motion duly made by Mr. Beggan seconded by Mrs. Galligan, it was unanimously voted on a roll call vote to approve the application for additional Resident Service Coordinator funding, per PHN 2023-18, subject to the approval of EOHLIC.

b) Annual Resident Service Department Report

Ms. Fields presented data on the services and programs provided by the Watertown Housing Authority Resident Service Department, including the number of interactions with residents. Ms. Fields also discussed pending grant funding for various Resident Services programs. Mrs. Galligan inquired about potential expansion of programming at the Lexington Learning Center. Ms. Fields elaborated on current programming and hopes to expand programming, pending funding availability.

c) Monthly Leased Housing Manager Report

Mr. Lara discussed goals for leasing up housing choice vouchers through the end of 2023.

d) 2024 Payment Standard – Housing Choice Vouchers

Mrs. Jancarik explained goals for upcoming updates to payment standards for Housing Choice Voucher program.

On a motion duly made by Mrs. Galligan seconded by Mrs. Lawn, it was unanimously voted on a roll call vote to approve the Watertown Housing Authority's Housing Choice Voucher program's 2024 payment standards, effective January 1, 2024.

e) HUD Moving to Work Designation – Draft Plan

Mrs. Jancarik presented a potential timeline and implementation plan for getting Moving to Work designation from HUD. Mrs. Jancarik and Mr. Tink summarized goals and benefits of Moving to Work designation.

On a motion duly made by Mrs. Lawn seconded by Mr. Beggan, it was unanimously voted on a roll call vote to approve the submission of the application for the draft Moving to Work (MTW) Demonstration Program for the Watertown Housing Authority, including the required certification of compliance, subject to the approval of HUD.

5. LOCAL TENANT ORGANIZATION

Mr. Mello discussed upcoming holiday celebration hosted by the MATA.

6. MAINTENANCE & MODERNIZATION

- a) 60-64 Robert Ford Road Foundation Drainage Project CFC

Mr. DiGiovanni reviewed the completion of the Foundation Drainage Project, as well as the success of the project.

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

7. MISC

- a) NAHRO Newsletter

Mr. Lara presented recent article on the Thomas M. Wade dedication at the Lexington Learning Center from the newsletter.

- b) Annual Board Meeting – December 11th, 2023
- c) Patrick Breen Retirement

Watertown Housing Authority and Board commissioners congratulated Mr. Breen on his 34 years of service in the Maintenance Department.

- d) WHA Commissioner Appointment

Watertown Housing Authority and Board Commissioners thanked Commissioner Santos for her years of service.

ADJOURNMENT

Mr. Beggan motioned to adjourn the meeting; Mrs. Lawn seconded the motion. The motion was adopted unanimously on a roll call vote. The meeting was adjourned at 5:07p.m.

Attested: _____
