

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

ROLL CALL

Chairman Allen Gallagher called the regular meeting of the Watertown Housing Authority Board of Commissioners to order at 4:03 pm. Upon roll call, those present were as follows:

PRESENT
Allen Gallagher
Cynthia Galligan
Thomas Beggan
Shannon Lawn
James Mello

ABSENT

1. MINUTES

On a motion duly made by Mr. Beggan seconded by Mrs. Gallagher, it was unanimously voted on a roll call to approve the minutes of the November 13, 2023 Regularly Scheduled Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. NOMINATING BOARD OF COMMISSIONER

Chairman Gallagher reviewed current positions held by each board member and opened the nomination process to appoint board members to each position. Chairman Gallagher was nominated and confirmed as Chairman. Mrs. Galligan was nominated as and confirmed Vice Chair. Mr. Beggan was nominated as Treasurer. Mrs. Lawn was nominated as Assistant Treasurer. Mr. Mello was nominated as the Resident Member.

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Lara provided an update on an ARPA funding request for \$1.62 million for the McSherry redevelopment work. The request is pending an upcoming review by the City Council.

Mr. Lara also discussed a plan to draft an application for ARP funding to support WHA's Resident Services department for next year.

Additionally, Mr. Lara presented rent collection data for November 2023. TAR is approximately \$51,000, which is down compared to the previous few months. Total repayment agreements are approximately \$140,000 for both rent repayment and fraud.

4. FINANCIAL

a) November 2023 Expense Warrant

On a motion duly made by Mrs. Galligan seconded by Mrs. Lawn, it was unanimously voted on a roll call to approve the Expense Warrant for November 2023 with the total expenditures of \$939,739.38.

b) YTD Statement, January 1st, 2023 – September 30th, 2023

Mr. Lara review the YTD Statement, specifically mentioning balancing contracting cost and vacancy turnover rates.

c) FY24 Budget

i) Executive Director Calculation Worksheet

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the updated Executive Director calculation worksheet, in compliance with PHN 2023-14, between Watertown Housing Authority and Michael Lara, with state contribution of \$95,107, and total annual salary of \$171,562, subject to review and approval of EOHLC.

ii) 400 Program Budget

Mr. Lara discussed changes to the 400 Program Budget for 2024, including an increase to property insurance premiums for family units and potential additions to the Maintenance staff.

On a motion duly made by Mr. Beggan seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the state public housing 400 program budget for FY2024 with total projected revenue of \$3,311,200 and a subsidy request of \$1,223,664, subject to the approval of EOHLC.

iii) 689 Program Budget

On a motion duly made by Mrs. Lawn seconded by Mr. Mello, it was unanimously voted on a roll call to approve the state public housing 689 program budget for FY2024 with total projected revenue of \$66,710 and a subsidy request of \$0, subject to the approval of EOHLC.

5. **PROGRAMS**

a) Annual Operations Report

Mrs. Monti presented data on the current status of WHA's operations including tenant selection, recertification and rent calculation procedure, YTD Tenant Accounts Receivables, current legal actions, and recent events. Mrs. Monti also discussed various policies that have been updated including the Pet Policy and Personnel Policy, as well as recent staff changes.

b) Monthly Leased Housing Report

Mr. Lara presented the Monthly Leased Housing Report which includes data regarding upcoming lease ups at 100 Warren St A-Side.

c) HUD PHA Plan - HUD Civil Rights Certification

On a motion duly made by Mr. Mello seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the annual HUD Civil Rights Certification submission, and subject to the approval of HUD.

d) HCV Administrative Plan Modification

On a motion duly made by Mrs. Galligan seconded by Mrs. Lawn, it was unanimously voted on a roll call to approve the updated HCV Administrative Plan, in accordance with HUD regulations, effective January 1st, 2024.

e) 2024 HCV Utility Allowance Schedule

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve WHA's HCV Program's utility allowance schedule for FY2024, effective January 1st, 2024.

f) December Springwell Gazette

Mr. Lara presented the December Springwell Gazette, including upcoming events hosted by Springwell.

6. MAINTENANCE & MODERNIZATION

a) FISH#321082 Change Order #1

On a motion duly made by Mr. Beggan seconded by Mr. Mello, it was unanimously voted on a roll call to approve change order 1 for FISH #321082, the McSherry Gardens Improvements Project, in the amount of \$107,602.03, subject to the approval of EOHLIC.

7. MISC

a) NAHRO Newsletter

Mr. Lara highlighted from the NAHRO Newsletter that a working group now meets with ASG to monitor progress on CHAMP waitlist screening.

b) Local Tenant Organization

Mr. Mello discussed recent holiday celebration hosted by the MATA. Mr. Felton discussed recent concerns about interactions between tenants and contractors working on the McSherry redevelopment project.

c) Next Annual Board Meeting – January 17, 2024

ADJOURNMENT

Mr. Beggan motioned to adjourn the meeting; Mr. Mello seconded the motion. The motion was adopted unanimously on a roll call vote. The meeting was adjourned at 5:13 p.m.

Attested: _____
