

**MINUTES OF THE SPECIAL MEETING OF THE WATERTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS – February 5<sup>th</sup>, 2023**

---

ROLL CALL

Chairman Allen Gallagher called the regular meeting of the Watertown Housing Authority Board of Commissioners to order at 9:03 am. Upon roll call, those present were as follows:

PRESENT

Allen Gallagher  
Cynthia Galligan  
Thomas Beggan  
Shannon Lawn  
James Mello

ABSENT

**1. STAFF REORGANIZATION PLAN**

Mr. Lara presented a new organizational chart for WHA to better support both current development projects and public housing administrative needs. The new chart proposes adding a Deputy Executive Director position, a part-time Accounts Payable/Invoicing Clerk directly under the Accounting Manager, and removing the Project and Procurement Manager position.

On a motion duly made by Mr. Beggan seconded by Mr. Mello, it was unanimously voted on a roll call to approve the proposed staff reorganization plan to the Watertown Housing Authority, effective end of day February 9<sup>th</sup>, 2024.

**2. MANAGEMENT AGREEMENT**

Mr. Lara discussed the proposed increase which will support the proposed staff reorganization plan.

On a motion duly made by Mr. Mello seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the increase of the management agreement between WHA and WHDC in the amount of \$75,000.00.


**3. FISH #321088 – USE OF PROPRIETARY SPECIFICATIONS**

On a motion duly made by Mrs. Lawn seconded by Mrs. Galligan, it was unanimously voted on a roll call to approve the use of proprietary specifications to replace 100 and 20 ampere fusible panel switches for FISH # 321088, the Fed Pac System and Fire Alarm system project at Munger Apartments, subject to the approval of EOHLC.

---

**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 9:30 am.

Attested:  \_\_\_\_\_

