

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS – March 11th, 2024**

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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 Mr. Mello, it was unanimously voted to approve the minutes of the February 26th, 2024 Regular Meeting of the Board of Commissioners of the Watertown Housing Authority.

**2. EXECUTIVE DIRECTOR’S REPORT**

Mr. Lara provided a brief update on the progress of the Affordable Homes Act in the legislature and on the status of the 103 Nichols development project. Three to four possible design options are currently being prepared for 103 Nichols for review.

a) Deputy Executive Director Hiring Update

Mr. Lara informed the board that Jackie Sullivan, current Executive Director of Wellesley Housing Authority, will be starting as WHA’s Deputy Executive Director on April 15<sup>th</sup>. Viviana Veira, current Director of Finance at Wellesley Housing Authority, will be starting as WHA’s Accounting Manager in late April.

b) HUD VASH Award

Mr. Lara informed that board that WHA received the approval letter from HUD stating that we will receive ten VASH vouchers. Brittany Jancarik, WHA Leased Housing Manager, Olivia Fields, Director of Residents Services, and Pat George, Local Veterans Affairs Officer for Watertown, will be working together to do outreach to the community and lease up these new vouchers.

**3. FINANCIAL**

a) February 2024 Expense Warrant

On a motion duly made by Mr. Mello, seconded by Mrs. Galligan, it was unanimously voted to approve the Expense Warrant for February 2024 with total expenditures of \$ 1,317,170.34.

b) Tenant Account Write Offs

On a motion duly made by Mrs. Galligan, seconded by Mrs. Lawn, it was unanimously voted to approve the tenant account write offs for the state public housing portfolio in the amount of \$19,455.19.

4. **WILLOW PARK DEVELOPMENT PARTNER SELECTION**

a) Memo prepared by Peregrine Group LLC

Mr. Lara discussed the process leading up to selecting a development partner for the Willow Park redevelopment. Mr. Lara read the prepared memo from Peregrine Group LLC regarding the process. WHA received two proposals for development, from POAH and from JJC/JM. The selection committee received these proposals and interviewed both firms. The selection committee scored each proposal based on the set criteria in the RFP under three categories: Developer Experience and Capacity; Redevelopment Objective, Concept, and Feasibility; and Site and Building Design.

b) Selection Committee Recommendation

The Selection Committee provided a recommendation to the board based on the evaluation of each developers' proposal and interview to select POAH as the development partner for the Willow Park redevelopment.

Chairperson Allen Gallagher allowed time for public comment. No comments were made.

c) Development Partner Selection Vote

On a motion duly made by Mrs. Lawn, seconded by Mrs. Galligan, it was unanimously voted to approve that the Authorized Person, Michael Lara, acting as both Executive Director of the Watertown Housing Authority and President of the Watertown Housing Development Corporation, is authorized and instructed on behalf of the WHA and WHDC to execute and deliver any documents, instruments, and agreements necessary or desirable for entering into a joint venture agreement with the selected entity, the non-profit organization known as POAH, or the Preservation of Affordable Housing, and take any other action of whatever nature as such Authorized Person deems necessary or desirable to effectuate the transformation and redevelopment of the state public housing chapter 200 family development known as Willow Park.

5. **MAINTENANCE & MODERNIZATION**

a) Annual Report

Mr. DiGiovanni presented an annual report summarizing Maintenance operations from 2023, including number of work orders completed, types of work orders, average turnaround time for work orders, and vacancy turnover.

Mrs. Galligan inquired whether the smoke detectors in each unit are battery operated. Mr. DiGiovanni clarified that most of the detectors are hardwired, except for the CO detectors. Maintenance has been replacing existing hardwired smoke detectors in Lexington Gardens with hardwired smoke/CO combo detectors during vacancy turnover.

b) FISH #321082 Change Order #2

Mr. DiGiovanni reviewed the multiple change order proposals that make up Change Order #2 for FISH #321082 (McSherry Gardens Accessibility and Site Improvement), including resizing a plumbing waste line, creating an additional basement storage room, and additional electrical and fire alarm system work.

On a motion duly made by Mrs. Beggan, seconded by Mrs. Galligan, it was unanimously voted to approve Change Order #2 for FISH #321082, the McSherry Gardens Accessibility and Site Improvement project, in the amount of \$127,199.09, subject to the approval of EOHLC.

## **6. LOCAL TENANT ORGANIZATIONS**

Munger Apartments LTO President Mr. Mello provided an update on recent news and activities related to 100 Warren St.

## **7. MISC**

a) March 7th MassNAHRO Legislative Day Update

Mr. Lara discussed a recent Legislative Day meeting, which included discussions of the upcoming bond bill.

The next regular WHA Board Meeting will be April 8<sup>th</sup>, 2024.

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**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 4:49 p.m.

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

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