

**MINUTES OF THE REGULAR MEETING OF THE WATERTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS – April 8th, 2024**

ROLL CALL

Chairman Allen Gallagher called the regular meeting of the Watertown Housing Authority Board of Commissioners to order at 4:00 pm. Upon roll call, those present were as follows:

PRESENT
Allen Gallagher
Cynthia Galligan
Thomas Beggan
James Mello

ABSENT
Shannon Lawn

1. MINUTES

On a motion duly made by Mr. Mello, seconded by Mrs. Galligan, it was unanimously voted to approve the minutes of the March 11th, 2024 Regular Meeting of the Board of Commissioners of the Watertown Housing Authority.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Lara informed the board of a letter sent to White House from are housing authorities regarding a HUD RFIF change. RFIF will now change nationally to be 7.4% average, as a result of the RFIF letter.

Mr. Lara also informed the Board that a press release had been published by Watertown News announcing the Willow Park Redevelopment project.

a) MTW Designation

Mr. Lara spoke about the significance of WHA’s recent Moving To Work designation. WHA is one of only a hundred housing authorities to receive the designation. The designation will give WHA additional funding flexibility.

b) HOME ARP Award

Mr. Lara informed the Board of WHA’s recent award of HOME ARP grant. WHA was awarded \$136,000 to fund a stabilization assistance program for our residents.

3. FINANCIAL

a) March 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 March 2024 with the total expenditures of \$530,125.71.

b) YTD Statement January 1st, 2024 – February 29th, 2024

Mr. Lara presented a new style financial document to the board, provided by our fee accountant.

4. WILLOW PARK REDEVELOPMENT

a) Resident Meeting on April 1st

Mr. Lara discussed a WHA-hosted meeting held for Willow Park residents with Mass Design and POAH. From the meeting, the most common questions from residents were regarding relocation plans. Residents also provided feedback on the design and features of the new development.

5. MAINTENANCE & MODERNIZATION

a) Plumbing Service Contract – 2nd year option renewal

Mr. DiGiovanni discussed the previous work performed by WHA's current plumbing contractor, Eric C Shaw Mechanical LLC.

On a motion duly made by Mrs. Galligan, seconded by Mr. Beggan, it was unanimously voted to approve the option of extending the plumbing services agreement between Watertown Housing Authority and Eric C Shaw Mechanical LLC for a period of no longer than one year from its effective date.

b) Landscaping Contract – 2nd year option renewal

Mr. DiGiovanni discussed the previous work performed by WHA's current landscape contractor, M Neeves, INC.

On a motion duly made by Mr. Beggan, seconded by Mrs. Galligan, it was unanimously voted to approve the option of extending the season lawn maintenance services contract between Watertown Housing Authority and M. Neeves, INC., for a period of no longer than one year from its effective date.

c) FISH #321086 CFC – Green St. Driveway Replacement

Mr. DiGiovanni discussed the completion of FISH #321086, Green St. Driveway Improvements

On a motion duly made by Mr. Mello, seconded by Mrs. Galligan, it was unanimously voted to approve the Certificate of Final Completion in the amount of \$3,412.50, for FISH #321086, Green St. Driveway Improvements, subject to the approval of EOHLC.

d) FISH #321089 Surveyor Recommendation Letter

Mr. DiGiovanni discussed the current status of the Lexington Gardens Basement Waterproofing project.

On a motion duly made by Mrs. Galligan, seconded by Mr. Mello, it was unanimously voted to approve site survey work in the amount of \$22,798.60, for FISH #321089, Lexington Gardens Basement Waterproofing, 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) NAHRO Conference Press Release from EOHLC

Mr. Lara reviewed a recent Press Release from the spring MassNAHRO conference, including discussion of recent funding for Resident Service Coordinators and the Affordable Homes Act.

b) Next Regularly Scheduled Board Meeting – May 13th, 2024

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 4:36 p.m.

Attested: _____
