

Westwood Housing Authority/Westwood Affordable Housing Associates, Inc.

Monday, April 13, 2016

Selectmen Meeting Room, Town of Westwood

Meeting Minutes

President/Chairman John Cummings called the meeting to order at 5:35P.M.

Mr. Cummings welcomed Members. All Members present.

All Members received a copy of tonight's Agenda information.

Mr. Cummings requested approval of February 29th minutes. Ms. Onderdonk made a motion, Mr. O'Sullivan seconded.

Ms. O'Donnell & Mr. Sullivan presented a DRAFT copy of WAHA Maintenance Policies that they had been working on. The DRAFT was approved after changes from *Semi-monthly* submission of all time-cards for all work to *Weekly* submission. The Board also agreed that it might be convenient/efficient to have the maintenance staff send the timecard & receipts sent electronically. Ms. O'Donnell will check with CPA to see if that is possible given documentation restrictions for non-profit 501C3 organizations. Mr. Cummings made a motion to approve Policies and edited changes to the document. Mr. Atkins seconded the motion. The vote was unanimous.

Ms. O'Donnell then presented a request from Westwood One Construction to increase the pay rate for maintenance from \$25 to \$35 per hour. Ms. O'Donnell then presented the information from Town of Westwood HR regarding a similar job description and pay grade. The Board then agreed that WOC would need to agree to the newly approved WAHA Maintenance Policies including time card completion. Ms. O'Donnell will contact WOC to reach an agreement and/or notify the Board if agreement cannot be made so that members can make suggestions regarding alternative hiring.

Ms. O'Donnell presented documentation from Patterson Insurance Agency regarding the need for a Workers Compensation Premium which would cover anyone working on any of our properties. Mr. Cummings suggested that we investigate the possibility of securing an Umbrella policy for all our needs. Ms. O'Donnell will follow up with Mike Beaumont, Patterson regarding an Umbrella Policy. She will also check to make certain that the Administrator position is covered as well.

Next, an update on the progress of Ralph Pina, Assistant Vice President of Dedham Savings Bank

And his property assessment project was made by Ms. O'Donnell. Mr. Pina will view the final 4 units at the end of April and then will begin the work of preparing his documentation. Ms. O'Donnell will prepare update for June Board meeting.

The Board then turned attention to reviewing the Bids for the 2016 Landscaping Agreement. By Unanimous vote, Guindon Landscape was awarded the Agreement for 2016. Mr. O'Sullivan made the motion to approve, Mr. Jacobs seconded the motion. Mr. Cummings also reminded the Board that in the past, Fertilizer treatment had been a regular part of Spring lawn maintenance. Ms. O'Donnell said she would check into a quote that had been sent and report back in June.

Ms. O'Donnell then presented the April Property Work Completed/To Be Done (see attached.) The Members determined that Spikes at 581 are a priority to be removed.

Ms. Onderdonk presented an update on the property at High View that is being considered for a Habitat project. Mr. Cummings suggested that perhaps a letter of support from WHA/WAHA to the Planning Board might be an appropriate gesture.

Mr. Cummings then requested that Mr. Atkins give an update on permit application for the development of 301-323 Washington Street proposal.

- Member Atkins confirmed that the final planning Board meeting on 4/12/16 would close this portion of the application process and move the development forward.
- Mr. Atkins also confirmed that Planning Board Article 25 which was unanimously approved by the Finance & Warrant Commission (FinCom) at their Public Hearing on 3/28/16 would be voted at Town Meeting on 5/2/16.

Ms. O'Donnell presented Financial Report for April to members (attached). She announced that #33 Reynolds Farm had been sold and \$5,250.00 is due to WAHA by 4/11/16.

Chairman's Update: Mr. Cummings clarified that he had further investigated the MA Public Meeting Law requirements for Boards attending other public meetings in town and confirmed that it was not necessary to create a Google Docs. calendar and that no laws would be broken as long as no deliberation occurred. Mr. Cummings then asked for Ms. Onderdonk & Ms. O'Donnell to pursue borrowing/consolidation options with DSB after Mr. Pina finishes his Properties Project. Mr. O'Sullivan requested that borrowing on equity to purchase additional properties also be investigated at that meeting.

Next meeting dates were then discussed and members agreed that Monday, June 6th would work for all. Ms. O'Donnell will make arrangements.

Mr. Cummings then called for a motion to adjourn. Mr. Jacobs made the motion and Ms. Previterra seconded.

Meeting Adjourned at 7:02 PM