



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

August 1, 2013

Mr. Robert A. Powilatis
Chairman of the Board of Commissioners
Wareham Housing Authority
57 Sandwich Road
Wareham, MA 02571

Re: Leadership transition and preliminary review observations

Dear Mr. Powilatis:

Thank you for your immediate attention in the operation of the Wareham Housing Authority (WHA). During this transitional period, we appreciate your leadership for WHA and providing stability for the vulnerable populations the WHA serves. Catherine Luna from Execu-tech has been in contact with Kim Gomez, WHA's Housing Management Specialist, and received the executive director hiring packet. We look forward to working with you in moving the housing authority forward.

As you are aware, on Wednesday, July 17, 2013 DHCD conducted a review at the Wareham Housing Authority. While the full report is still being prepared, there are several areas of concern that need to be brought to your immediate attention. They are as follows:

- **FY2013 Operating Budget** – The Operating Budget for FY2013 has not been fully submitted electronically and with complete Board signatures to the Department.
- **Board Participation** – Several Board meetings were not held due to lack of a quorum.
- **Internal Controls** – There are currently insufficient controls in place for credit card accounts, general accounts payable, and timesheets, fixed assets, cash receipts/ tenants accounts receivable
- **Management Plan** – The WHA Management Plan is incomplete and in some cases, policies are out of date.
- **Tenant Selection** – Several areas of the tenant selection process violate Department regulations. No further selections should be made until details of the violations can be discussed with the staff and the WHA can ensure proper CORI procedures are in place.
- **Maintenance Staffing** – Mr. Semple, acting as Maintenance Mechanic I and only full time maintenance position, informed DHCD staff while onsite that he will be retiring on August 31, 2013, but stated he had not at that time informed the former executive director/consultant.
- **Annual Inspections** – Annual unit inspections are not being performed by WHA.

Full details will be available with the final report to be issued promptly. However, please feel free to contact Kim Gomez at kim.gomez@state.ma.us or 617-573-1221 with any questions or concerns.

Sincerely,

Lizbeth Heyer
Associate Director
Division of Public Housing and Rental Assistance

