

**TOWN OF PEMBROKE
MASSACHUSETTS
HOUSING AUTHORITY
MEETING MINUTES**

January 16, 2018 at 5:30 PM

Attendance.

- A. The following commissioners were present
 - Carolyn Crossley, Chair
 - JoAnna Letourneau, Vice Treasurer
 - Judith Parks, Member
 - James Muscato, Vice Chair
- B. The following commissioners were not present
 - Henry Daggett, Treasurer
- C. Also present:
 - John McKeown, Executive Director

I. Announcements.

Ms. Carolyn Crossley, Chair, stated the meeting will be recorded.

II. Minutes.

On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the regular meeting minutes of **November 14, 2017** with edits were approved, 3-0. There was no meeting held in December.

III. Correspondence.

IV. Executive Director's Report.

Been a busy month with more unit turnovers, snow and ice to contend with and low or no heat calls. We had a couple of pipes burst and contending with more than the ordinary maintenance issues. The state issued the long-awaited Budget Guidelines, along with the Executive Director's Salary Schedule. The most notable part of the Public Housing Notice is the 10 % increase to the ANUEL. That is the Allowance for Non-Utility Expense Line items. Historically, in the 2-3 % range, a 10% increase will go a long way for HA's with tighter constraints than Pembroke which is a retained revenue agency, to meet their budget increases. Turnovers continue to be a challenge due to aging population, etc. That concludes the Director's Report.

V. Finance.

The Director stated as the Board recalls, I am required to provide the 2nd Quarter-Ending Report to the Board. If we can turn to page 2 of the compilation report, you can see how each Program is broken out and where we stand financially. The Chair had previously asked that we provide a snapshot that makes sense, versus the computer-generated format with numbers not connecting to our approved budget. Our Operating Reserves are at healthy levels. Chair asks about the Section 8 Reserve and it showing a deficit, and the Director stated that HUD makes projected payments monthly and reconciles the monies due in full by the end of the fiscal year. The Chair states that 400-1 Program FYE 6/3017 was \$ 421,779 and as of 12/31/17 (the 2nd Quarter Ending date) it's at \$ 450,255 which is great, good job. Judy asks when Fee Accountant Rick Shaw will be coming in. Director states, he will be at the next meeting to present the budget. Is there any one

that will not be able to make the February Meeting: Tuesday February 13th? All respond affirmatively, and should be able to attend.

VI. Old Business. NONE.

VII. New Business.

Contractor Vendor List

Chair reminds the Board that this is continued new business: that we identified all of the contractors and vendors that we use, the principals of those organizations, in an effort to ensure there are no conflicts of interest between them and members of the Pembroke Housing Authority. This will be updated as needed and at least annually.

Organizational Chart

Director states that we've always had an organizational and personnel chart and from time to time the names and or roles change. I have identified the chart to include the names of the commissioners and personnel including their corresponding hours worked per week. This is as we know it to be today and we can modify and update over time. Chair states that the Assistant Executive Director is to be 35 hours and asks that we edit the chart accordingly. Chair asks if there are any comments from the Board and JoAnna states: I do not approve of it but that's because I don't approve of the assistant director's position. That's my only issue.

Jim asks where are we at on that and Chair states it is the next item on the agenda.

Director provided an overview about the assistant executive director always being in the organizational and personnel structure of the housing authority for many years. In the packets there is a job description for the position. The board reviewed it and offered the following comments:

Chair wants to take out tenant selection responsibility, and Jim asks that we include job qualifications in there as well. If truly mirroring the executive Director they should be the same. Judy adds that perhaps they can be slightly modified. For example, the E.D. may require 5 years of particular experience and the assistant director perhaps 3? Chair states to insert the E.D. qualifications with modifications in the assistant's description.

Joanna doesn't understand why the position is needed, that she called other agencies that John mentioned and they do not have an assistant executive director; that there are authorities 3 times our size that don't have one and she questions why we need one. She adds that we've gone this long without one, suggesting 40 some-odd years. The Chair states that in the past we've been without an executive director and it puts us in a difficult spot without someone in charge in the event something happens, or he is on vacation, etc. JoAnna goes on to state that the Section 8 Coordinator that just retired was also the assistant director and questions why the newly hired coordinator can't take on more responsibility, adding that \$60,000 could be better spent on other things. Jim questioned where that number came from and while it had never been discussed previously, John states that JoAnna's suggestion is probably a fair and accurate estimate of the industry standard.

In response to the previous speaker the Director offered the following: When the authority was first established and the developments were newly constructed they did not require the support that it does now. The job has grown. The requirements are greater and in recent years there is even more planning and projects needed to do. There is more and more reporting required. Earlier we discussed finance and the financial conditions of all agencies, nevertheless agencies of all sizes small or very large have to do the same level of reporting, etc.

Chair envisions that an assistant after a couple of months of mirroring John could branch off and John can then focus on other duties as it is he is currently running around everywhere: delivering packets, conducting inspections, going to Halifax, etc. and he could then focus on bringing in other authorities to manage, take a vacation and know that someone else can be in charge. We need another upper level management person, instead of John and 3 clerks.

Judy adds that in her job there is tremendous reporting requirements to DHCD, etc. and it can become onerous for the Director. She adds that it is not good, in fact it can be dangerous to not have someone else in place as a backup if John is not here, or out. Jim said this happened to us before, it hurt us, I know it did and we were not prepared. John explained that he did not disagree with all of the points JoAnna was making, and referred to Judy's past comments about fungibility.

The Chair stated, that there is money in the budget to support this position and she prefers that it is not funded by other positional roles (fungible). They must attend board meetings, do the minutes and stay informed in the event, they know what's going on where the board stands on matters, etc.

Chair offers that while we do not have to decide tonight, that since the board hires the E.D. the board should hire the assistant E.D. Judy states she would be opposed to that, that it should be a joint decision. Chair asks if everyone is ok with that? Jim thinks jointly is good, Judy too and Chair as well. Jim asks if a motion to fill the position itself is in order? Chair states we need to adopt an amended job description, first.

JoAnna asks have we ever taken a vote on whether we should hire an assistant director? After discussion the Chair asks to poll the Board and says she would like to see this position filled as a standalone position. Judy agrees a separate and distinctive person have the authority to make decisions. Asked if it should be added to other job descriptions and she opines that it should not be. Joanna said that at the last meeting we all agreed it's a part time position and the director stated that the conversation was more centered on is the role of the section 8 coordinator part time and it is not.

Chair states that to address Joanna's how does everyone feel? Chair goes on to say she would prefer a full time assistant executive director; Judy agrees and adds a separate, clear chain of command is needed and can become problematic if it's not. Chair states that she'd like language that the assistant executive director must attend board meetings, take the minutes, etc. and we should delete tenant selection responsibilities. Jim recommends adding duties as may be assigned. Jim does not want to be handcuffed and likes the idea of an assistant. Judy, Jim and the Chair are all in favor of having a standalone assistant executive director. Chair instructed the Director to move forward with the job description for approval at the next meeting. Jim asked what the next steps are? Chair states we will approve the job description, review the budget and approve the salary with all salaries within the budget and after approvals, move on to advertise. Chair asks if Rick Shaw will be here next month. He will, said Director. Judy asks that direct reports on the Organizational Chart are as we need them to be. For example, all discuss, Maintenance could be direct to the E.D., Program Coordinators to the assistant director, Modernization Coordinator to John. Chair asks the Director to look into that please.

Next item on the agenda and in your packet is a Mass NAHRO Survey. It asks a few questions and requests the board's input. First question is about preferred board size: A (5) member or (7) member board. Next is shrinking down from 4 town elected, to 3 town elected and having a tenant commissioner on the board. After discussion the consensus is a 5 board is preferred, and adding only 1 tenant via a Board of Selectmen appointment was decided for any seat not elected. The answers will be forwarded to NAHRO.

Other New Business:

The Chair and the board discussed the **Approval of Change Order No. 1** to the contract of **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way.

On a motion by Jim, seconded by JoAnna, the motion passes 4-0.

The Chair and the board discussed the **Approval of the Certificate of Completion** – Consolidated for **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way.

On a motion by Judy, seconded by Jim, the motion passes 4-0.

The Chair and the board discussed the **Approval of the Final Payment** to **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way. The Final Application for Payment is in the amount of \$399.00. On a motion by JoAnna, seconded by Judy, the motion passes 4-0.

The Chair and the board discussed the **Approval of the Certificate of Completion** – Consolidated for **Continental Flooring Co.** for the Common Area Flooring Replacement at MacDonald Way. On a motion by Jim, seconded by JoAnna, the motion passes 4-0.

The Chair and the board discussed the **Approval of the Final Payment** to **Continental Flooring Co.** for the Common Area Flooring Replacement at MacDonald Way. The Final Application for Payment is in the amount of \$ 2,301.50. On a motion by Judy, seconded by Jim, the motion passes 4-0.

The Director refers the board to the **Bid Tabulation Sheets** in their packets for the next discussions.

The Chair and the board discussed Awarding and authorized the Executive Director to execute a **Contract for the Rubbish Removal** to **Waste Management** of Massachusetts, Inc for a 3-year period.

On a motion by Judy, seconded by JoAnna, the motion passes 4-0.

The Chair and the board discussed Awarding and authorized the Executive Director to execute a **Contract for Electrical Services** to **Brite-Lite Electrical Co., Inc.** for a 3-year period. On a motion by Jim, seconded by Judy, the motion passes 4-0.

The Chair and the board discussed Awarding and authorized the Executive Director to execute a **Contract for Plumbing Services** to **Mulky Plumbing and Heating, Inc.** for a 3-year period. On a motion by JoAnna, seconded by Judy, the motion passes 4-0.

The Chair and the board discussed Awarding and authorized the Executive Director to execute a **Contract for Fire Alarm Testing and Monitoring** to **Flight Alarm Corp.** for a 3-year period. On a motion by Judy, seconded by Jim, the motion passes 4-0.

The Chair and the board discussed Awarding and authorized the Executive Director to execute a **Contract for Supply and Installation of New Flooring** to **Carpets, Inc.,** dba Floors Express for a 3-year period. On a motion by Jim, seconded by Judy, the motion passes 4-0.

The Chair and the board discussed the Approval and adoption of **The Final FY 2018 Fair Market Rents for Boston-Cambridge-Quincy, MA Metro Area, for All Bedroom Sizes**. On a motion by Judy, seconded by Jim, the motion passes 4-0.

The Chair and the board discussed and voted to **Reaffirm the current PHA Passbook Savings Rate** of **.82%**. On a motion by JoAnna, seconded by Judy, the motion passes 3-0-1. Jim excused for emergency telephone call.

The Chair and the board discussed the **Approval of Rockland Trust ACH Transaction Monitoring** access for **HCV Coordinator, Kim Shactman**. Necessary for ACH returned rents to Section 8 landlords. On a motion by Judy, seconded by JoAnna, the motion passes 3-0-1. Jim excused.

JoAnna asked how we made out with policies and on updating the website? Director stated that we have added DHCD Regulations via a link, various Applications, the No Smoking Policy, etc. Items were sent to host DexMedia in a jpeg format or were scanned and sent. Updates will continue.

Adjournment.

On a motion to adjourn by Ms. Letourneau and seconded by Ms. Parks, **all were in favor 3 -0-1**. The meeting adjourned at 6:33 PM.

Respectfully Submitted,

John P. McKeown, Executive Director