

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**March 16, 2016 at 5:30PM
(Meeting began at 5:50 PM, when quorum was reached)**

1. Mr. John McKeown, Executive Director, stated the meeting will be tape recorded.

2. The following commissioners were present

Henry Daggett, Treasurer
James Muscato, Assistant Treasurer
William Harmon, Member

Not present

Carolyn Crossley, Chair
Gregory Hanley, Member

Also present were

John McKeown, Executive Director
Rachel Michael, Interim Recording Secretary
JoAnna Letourneau, Program Coordinator

Documents used Minutes of the February 16, 2016 meeting, February financials, February warrants, Paychex payroll report, December 15, 2015 financial report.

3. On a motion made by Mr. Harmon and seconded by Mr. Muscato, the regular meeting minutes of **February 16, 2016** were approved. Mr. Henry Daggett abstained from voting due to absence from the February 16 meeting.

4. Executive Director's Report

Mr. McKeown reported that the recertification for the state is underway. Loam is currently being spread along the areas that were newly paved and seeding will begin next month. The contractor is completing the work on his punch list related to the roadwork and shoulder work. There have been approximately 5 unit turnovers in recent months. The Section 8 Program is fully leased, plus one in the queue for the monthly report.

5. On a motion made by Mr. Daggett and seconded by Mr. Harmon, the Warrants, Payroll and Bills for **February 2016** and the Financial Reports for **December 2015 and February 2016** were approved. All in favor.

6. Old Business

A. Board has completed signature cards for the Rockland Trust tenant and administrative accounts. Regarding the amended section of the admin plan, legal has indicated that the word “emergency” in section b needs to be removed because it is too vague.

8. New Business

A. A motion made by Mr. Daggett and seconded by Mr. Harmon, **Resolution 16-07** to authorize and execute new signatories for Pembroke Housing Authority’s account at Rockland Trust. All in favor.

B. A motion made by Mr. Daggett and seconded by Mr. Harmon, **Resolution 16-08** to amend the Admin Plan’s Local Preferences [24 CFR 982.207; HCV p.4-16], PHA Policy, 1. Preferences - as follows

1. Preferences

a. The Pembroke Housing Authority will offer a preference to any family that has been terminated from its HCV program due to insufficient funding.

b. The PHA shall give a preference to any Pembroke resident deemed homeless.

c. The PHA shall give a preference to any resident who lives or works in the town of Pembroke and is a veteran or the surviving spouse of a veteran.

d. The PHA shall give a preference to any resident who lives or works in the town of Pembroke.

All in favor.

C. A motion made by Mr. Harmon and seconded by Mr. Daggett, **Resolution 16-09** to approve the Capital Fund Five Year Action Plan, including the CFP - 2016 Annual Statement for Grant MA06P111501 – 16 for MA111 Development, also known as MacDonald Way. All in favor.

D. Mr. McKeown acknowledged Ms. JoAnna Letourneau and asked if she had any business to discuss with the Board. Ms. Letourneau confirmed that she was in attendance to discuss the Authority’s longevity policy. Mr. McKeown gave the Board an overview of the policy and how the definition of part- and full-time status is addressed in it. During this discussion, it was determined that the policy, as it is currently written, is obsolete specifically with regard to the categorization of employees based on work schedule. The Board and the executive director agreed that revisions are necessary; however, it was decided that in the interim, the executive director can use discretion and best judgement regarding longevity payments. Other action could be against present policy, or set precedent. Ms. Letourneau asked if she was entitled to receive pay while on sick pay during her maternity leave. The Board and executive director agreed while she or any employee is on a compensated time off like vacation, or sick they are entitled to get paid and accrue earned time.

A motion was then made by Mr. Muscato and seconded by Mr. Daggett, to defer to the executive director's discretion regarding longevity pay until the Board is able to revise the policy. All in favor.

9. Adjournment

On a motion made by Mr. Harmon and seconded by Mr. Daggett, the meeting adjourned at 6:18PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority