

PEMBROKE HOUSING AUTHORITY

Kilcommons Drive
Pembroke, MA 02359

NOTICE OF REGULAR MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the General Laws that the Regular Meeting of the Pembroke Housing Authority will be held on **Tuesday January 6, 2015 at 5:00 P.M.** at Kilcommons Drive in the Town of Pembroke.

Carolyn Crossley,
Chairperson

AGENDA

1. Announcement.
2. Roll Call.
3. Executive Director's Report.
4. To approve the Warrant, Bills and Financials through November 30, 2014.
5. Old Business February 3, 2015, "**Commissioner Training.**"
6. New Business "*OPEN MEETING LAW,*" *Attorney Pat Grace, Instructor.*
 - a. **Resolution 14 - 30:** to appoint and approve the ***eLOCCS Approving Official***, Carolyn Crossley.
 - b. **Resolution 14 – 31:** CORI Policy Adoption and MoA w fingerprints?
 - c. **Resolution 14 – 32:** Authorize the Director to Conduct "Smoke Free Survey" to all Residents/ Developments as prescribed by Southeast Tobacco-Free Community Partnership.
 - d. **Resolution 14 – 33:** Authorize the Director to contract out to Paychex Services, effective 12/10/2014, and to take any other action, relative thereto. The cost is \$30.00 per pay period and for additional services. For example, 1099, W-2, State and Federal and Retirement, etc. Service can be terminated at any time.
 - e. **Resolution 14 – 34:** Amend Passed **Resolution 14 - 20** authorizing the Director to engage Attorney Jeffrey Driscoll to establish the **501 (C) 3, Non Profit** to include the option of using The ***Lawyers Clearinghouse*** for same, as previously approved.
 - f. **Resolution 14 – 35:** Nominate John P. McKeown as a Member, to the newly formed 501(c) 3 and to approve the name: **Massachusetts Bay Colony Foundation.**

We will conduct business as ***MassBay Housing***, or ***BayColony Housing***, etc. or something along those lines (as we more clearly define our Corporate Mission and Purpose).

 - g. **Resolution 14 – 35:** Authorize the Director to advertise for a Maintenance Mechanic and further authorize and encourage the PHA to refer to existing resumes on file for prospective candidates as well, and to take any other action, relative thereto to fill the position immediately.
 - h. **Resolution 14 – 36:** Authorize the Director to advertise at the same time as aforementioned Resolution for provisional and part-time help to augment the staffing needs of the administrative and/or

maintenance functions of the PHA as may be required, and to take any other actions relative thereto.

i. **Resolution 14 – 37:** Authorize the Director 24/7 use of a PHA Vehicle. And to further, authorize the Director to manage the use of vehicles by other staff as necessary for the day to day (24 hr. response) activities and responsibilities of the PHA.

7. Adjourn.

Posted 1-2-15, 10:15 AM