

PEMBROKE HOUSING AUTHORITY
Regular Meeting Minutes
March 3, 2015
5:00 P.M.

1. Carolyn Crossley stated the meeting will be tape recorded.

2. The following Commissioners were present:

Carolyn Crossley	Chairwoman
James Muscato	Assistant Treasurer
William Boyle	Member

Absent:

Henry Daggett	Treasurer
Valerie Kroon	Vice Chairwoman

Also Present were:

John McKeown	Executive Director
JoAnna Letourneau	Program Coordinator

Documents Used: December 2, 2014 Minutes, January 6, 2015 Minutes, Financial Reports for December 2014, January 2015, February 2015, State Financial Assistance Agreement, Civil Rights Certification, Annual Statement, Performance and Evaluation Report as Part of the Cap Fund 5 Year Plan.

John McKeown announced that there was an audience tonight and asked if they were attending for any specific reason. As a whole they stated that they were there to discuss some issues they have regarding snow. Norma Furgal stated that the garbage bins have not been shoveled and the tenants cannot get into them. She had to ask maintenance to pull them out of the enclosures. Barbara Olsen added that she is not able to lift the covers because there is snow on them. In addition, the back walkways are extremely icy and they are not regularly treated with sand or salt. John explained that trash and recycling does get picked up weekly and the conditions have not been very good. He adds that the trash barrels cannot be pulled out every time it snows. Jennifer Richards explained that if they cannot be dragged out then they need to be shoveled out. She also mentions that the back walkways were not shoveled after several of the snow storms and her mother slipped on ice. If there is a fire in the front of the building they residents will not be able to get out the back because of the snow blocking the door. Barbara Olsen asks if it's possible for ice melt buckets to be placed in some of the hallways so they can put some ice melt down when it's icy and maintenance can't get to them. John states that he will look into placing buckets of ice melt in the hallways and adds that he cannot place them in areas where they aren't needed. He explains that the first priority during storms is to keep the roadways open. Second priority is the sidewalks and walkways. Third priority is the trash enclosures and lastly maintaining heat, power and parking. He explains that this has been a crazy winter with record amounts of snow and each priority have been addressed as soon as maintenance can get to them. Jennifer Richards states that there were at least two times that the back exits were never shoveled out even days after the snow stopped. Bob Wall adds that his neighbor was trapped inside during one storm because he couldn't get the front or back door open during the storm and had to call the fire department. Carolyn Crossley states that hopefully the snow is finished for this year and the PHA will strive to make changes for next year's snow. Norma Furgal adds that the entrance awnings have a few feet of snow on them and she is concerned that they are going to collapse. John states that he will look into shoveling these. Kristina Sletner asks if we can reach out to the boy scouts to possibly help with shoveling during storms. Jim Muscato states that it would be a liability for the scouts to come out during the storms.

3. Executive Director's Report.

John reported that there are a few vacancies. The office staff have begun screening prospective tenants to fill the vacancies. As we just discussed with some residents, snow was our biggest issue in the last month because we received so much of it in a short amount of time. Administrative and maintenance employees have been doing a great job. We also called in several outside contractors to help with the snow removal.

4. To approve the Warrant, Bills and Financials **December 2014** and **January 2015**.

On a motion made by Bill Boyle and seconded by Jim Muscato, the warrant, bills and financials for December 2014 and January 2015 were approved. All in favor.

5. Approve the regular meeting minutes of December 2, 2014

On a motion made by Jim Muscato and seconded by Bill Boyle, the regular meeting minutes on December 2, 2014 were approved. All in favor.

6. Approve the regular meeting minutes of January 6, 2015.

On a motion made by Bill Boyle and seconded by Jim Muscato, the regular meeting minutes of January 6, 2015. All in favor.

7. Old Business

John explained that we hired Matt Frattasio for the new Maintenance Mechanic position. He worked p/t at Rockland Housing before coming to Pembroke. His first shift was 24 hours because he started during a snow storm. John stated that the state sent out an email about Financial assistance for snow removal. \$35 per unit will be given to the PHA.

8. Discussion about changing a full-time employee to part-time

John explained that employees working 18.75 or more are entitled to benefits. He passes out a letter from JoAnna Letourneau requesting that her schedule be switched from full-time to part-time. The board collectively agrees to let John use his judgment on the request.

9. New Business

a. On a motion made by Bill Boyle and seconded by Jim Muscato, **Resolution 15 - 01**: Accept and approve the contract for Financial Assistance 5001: Additional Funding to the Formula Funding Master CFA for fiscal years 2016 and 2017 – all developments- for the preservation and modernization of state-supported public housing, the total Maximum Obligation is amended to \$ 890,884.00 was approved. All in favor.

b. JoAnna Letourneau explained that we now have a contract with Inquiries Inc., an FBI approved channeling agent. From now on anytime a prospective tenant lists a residency other than Massachusetts in the last 5 years we are will have the ability to run a III on. The applicant will come to the office and will be fingerprinted by her. The fingerprint card will then be mailed with a background request form to Inquiries Inc. They will in turn request the III from the FBI and relay the information back to her at the PHA. Carolyn asks if there is a fee for this service. JoAnna states that it will cost the PHA \$34.00 per request. On a motion made by Jim Muscato and seconded by Bill Boyle, **Resolution 15 – 02**: CORI Policy Adoption. Previously (**Resolution 14-31**) and tabled was approved. All in favor.

c. John suggests tabling this discussion. At the time he made the agenda we were down to one snow plow, now he thinks he should wait to see what we actually need for next year before requesting anything. **Resolution 15 – 03**: Authorize the Director to petition DHCD and to Purchase new Maintenance Vehicle/ Equipment in part or in whole from Operating Reserves. The primary purpose of which is for Plowing, Sanding and Dumping and for other seasonal work. The cost is not to exceed \$ 35,000.00 of PHA funds.

d. John explains that the site improvement will be at Kilcommons and consist of new parking and repaving. The project cost is \$244,625. On a motion made by Bill Boyle and seconded by Jim

Muscato, **Resolution 15 – 04**: Approve the **Roadway Contract**, Fish # 231050 and to authorize the Chairman to execute said Contract was approved. All in favor.

- e. John explains the electric panels will be replaced at Kilcommons and cost is \$60,300. On a motion made by Jim Muscato and seconded by Bill Boyle, **Resolution 15 – 05**: Approve the **Electric Panel Contract**, Fish # 231054 and to authorize the Chairman to execute said Contract was approved. All in favor.
- f. John explained that the intercom systems will be for both Mayflower and Kilcommons. Both projects total cost is \$137,000. On a motion made by Bill Boyle and seconded by Jim Muscato, **Resolution 15 – 06**: Approve the **Intercom Contract**, Fish # 231035 and to authorize the Chairman to execute said Contract was approved. All in favor.
- g. John explained that the Capital Funding, 5-year Action Plan for our Federal Development, including the Annual Statement for Grant MA06P111501-5 needs to be approved and states that this will be inserted as **Resolution 15-07**. On a motion made by Jim Muscato and seconded by Bill Boyle, the board voted to approve the **Capital Funding 5-year Action Plan for MacDonald Way**, including the **Annual Statement for Grant MA06P111501-5**. Motion carried, all in favor.

10. Adjournment

On a motion made by Bill Boyle and seconded by Jim Muscato, the meeting of March 3, 2015 was adjourned at 5:45 p.m.

Respectfully Submitted,

JoAnna Letourneau
Sr. Program Coordinator

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