

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

November 15, 2016 at 5:30PM

(meeting began at 5:40PM when a quorum of members was present)

I. Announcements

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

II. Attendance

A. The following commissioners were present

Carolyn Crossley, Chair

James Muscato, Vice Chair

JoAnna Letourneau, Vice Treasurer

B. The following commissioners were not present

Henry Daggett, Treasurer

Judith Parks, Member

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Rick Shaw, Fee Accountant

Documents used	Minutes of the October 17, 2016 regular meeting, October warrants, payroll and financials, FY17 budget, 5YR PHA Plan, Top 5 form, MFC bid tab
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III. New Business

A. Mr. Shaw presented the FY17 budget to the board as follows

- Salaries to go up by 3%; however, because two part-time positions were condensed to one full-time position, the salaries went down
- Maintenance to receive a pay increase every April 1. Labor and Industry dictates the percentage of increase. One maintenance worker will receive \$1.00 over the Labor and Industry increase because the position be considered supervisory
- Income minus non-routine expenses and budgeted utilities, the PHA is still budgeted to profit approximately \$100,000.00
- DHCD is giving a one-time \$200/unit exemption to cover non-routine expenses - \$24,600.00 added to the reserve
- 689 Program – this is the first year it will be out of the red and breaking even
- Federal Budget/HUD – 49 units with a reserve about \$150,000.00
- Section 8 – 82 units with a reserve of about \$5,000.00
- Management program (Halifax) admin fee has garnered the PHA \$57,000.00

IV. Minutes

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the regular meeting minutes of **October 17, 2016** were approved. All in favor.

IV. Executive Director's Report

- A. The financial position of the authority continues to be quite healthy.
- B. Rents are all up, there are a couple of turnovers and the authority is preparing for winter.
- C. Mayflower Court will be getting new roofs and new pavement. The executive director is planning to make similar improvements at MacDonald Way.
- D. A vote on the HUD public housing authority 5-year agency plan (**Resolution 16-40**) will be deferred until the executive director is able to obtain more information about it.
- E. DHCD has come out with a new form for the top five salaries. The information was provided to the board.

V. Finance

- A. A motion made by Ms. Letourneau and seconded by Mr. Muscato, the **October 2016** warrants, payroll and bills were accepted and approved. All in favor.

VI. New Business (cont.)

- A. A motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16-39** to accept and approve the FY17 budget for the MRVP, 689-C and 400-1 programs, as presented, was accepted. All in favor.
- B. A motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16-43** to approve the 689-C program, as presented, was accepted. All in favor.
- C. A motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16-44** to approve the Chapter 400-1 program, as presented, was accepted. All in favor.
- D. A motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16-41** to approve the DHCD fiscal year end top 5 salary form, as presented, was accepted. All in favor.
- E. A motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16-42** to award the contract for Mayflower Court roof project no. 231-060 to WPI Construction, Inc. in the amount of \$136,034.00 was approved. All in favor.
- F. The next meeting will be held on Tuesday, December 13 at 5:30PM.

VII. Old Business

- A. Personnel Policy – changes discussed as follows
 1. Page 1, section 3 – include the word “marijuana” with the other banned substances
 2. Page 3, section 3 – change the words “organizational plan” to “organizational chart”
 3. Page 4 – add the words “drug test” to pre-employment conditions section
 4. Page 5, section 4D - remove the word “minimum” for the administrative staff who work 35 hours per week and add “minimum of 37.5” to the required hours for the executive staff
 5. Page 5 – update section E to include accurate time when employees start earning benefits
 6. Page 6, seasonal employees – add pre-employment CORI and drug testing requirements language (as defined in section 4B)
 7. Page 6, section H – update hours for executive management – “minimum of 37.5” and describe overtime for all other employees as being over 40 hours in a week or 8 hours in one day (whichever applies)
 8. Page 6 – overtime earned for employees, delete “part-time,” as part-time employees do not earn overtime
 9. Page 8, dress code – change current wording for maintenance employees to read “all maintenance employees are required to wear Pembroke Housing Authority issued attire that is clean and in good condition while performing their duties”; section M – delete

“business casual wear”

10. Page 11, travel (3rd paragraph) – add language “signed records of car expenditures, mileage, odometer readings and purpose” and will add the standard form to be used by any employee requesting reimbursement for travel (to be appendix III)

VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the meeting adjourned at 8:16PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority