

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

December 13, 2016 at 5:30PM

I. Announcements

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

II. Attendance

A. The following commissioners were present

Carolyn Crossley, Chair

Henry Daggett, Treasurer

JoAnna Letourneau, Vice Treasurer

B. The following commissioners were not present

James Muscato, Vice Chair

Judith Parks, Member

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used Minutes of the November 15, 2016 regular meeting, November warrants,
payroll, bills and November 2016 financials

III. Minutes

A. On a motion made by Ms. Letourneau and seconded by Mr. Daggett, the regular meeting minutes of **November 15, 2016** were approved. All in favor.

IV. Executive Director's Report

A. All reserves are at excellent levels

1. Net reserves increase is at \$93,245.00

2. \$120,000.00 is already restricted. The executive director will be making suggestions to the board regarding additional funds to be restricted

3. 689 Program debt at Lydia Ford Road is down to \$582.00

4. Management reserves now exceed \$60,000.00

B. Units are fully leased, but staff is always prepared for the time(s) units turnover/become vacant

C. Bid results for the new truck were too high and were rejected. After rebidding it, pricing improved. The executive director is now asking the board to increase the previously approved \$35,000.00 to \$37,500.00 for the purchase of the new truck

1. A motion made by Ms. Letourneau and seconded by Mr. Daggett, to approve spending up to \$37,500.00 for a new truck with a stipulation that the current PHA vehicles be disposed of within three months, was accepted. All in favor

V. Finance

A. Ms. Crossley questioned the necessity of approving the check warrants at board meetings. She reminded the board that the checks are reviewed, with all back up attached, by two commissioners each week, and then checks are signed. Ms. Crossley stated that

she does not want the board to be “rubber stamping” the financial reports, since there is no supporting documentation included with the reports at the meetings. Ms. Crossley stated she is not comfortable voting to approve a report with no supporting documentation and that the vote is inconsequential, as the checks have already been signed and delivered. Ms. Letourneau stated, and Ms. Crossley agreed, that this practice was not employed in the past and is unnecessary. Bearing this in mind, the board decided to discontinue the approval of the check warrant at board meetings. Ms. Crossley instructed the executive director to make the check warrants available to the members at the board meetings, should they wish to review them.

VI. Old Business

A. Personnel Policy – changes discussed as follows

1. Page 1, 2nd to last paragraph – paid time off for part-time employees should be updated to show that the employee shall be paid his regular hours if a holiday falls on his regular work day
2. Page 2, section 3 – should be updated to read “all employees shall earn 1/12 of their vacation earnings per month beginning after the first full month of employment, credited on the first day of the following month”
3. Page 2, section 3 – percentage of earned leave should be updated to reflect a ratio based on each employee’s hours worked
4. Page 3 - Maternity/paternity and FMLA sections should be added to the paid time off section
5. Page 3, section d. – “leave of absence” should be changed to “leave without pay”
6. Page 4, section g., bereavement – change wording to read “any full-time or part-time employee receiving benefits”
7. Page 4, court leave – add part-time employees to this section
8. Page 5, personal leave – update to read “each full-time and part-time employee receiving benefits shall be entitled to two personal days”
9. Page 5, longevity – include part-time employees earning benefits in the longevity section and longevity payments will be distributed at the beginning of each fiscal year
10. Page 6, section l. – 17.5 for 35, 18.75 for 37 and 20 for 40

VII. New Business

A. Current waitlist

1. (2) 2-bedroom units with 297 applicants (state)
2. (5) 3-bedroom units with 133 applicants (state)
3. (1) 4-bedroom units with 21 applicants (state)
4. (2) 3-bedroom units with 30 applicants (federal)

B. A motion made by Ms. Letourneau and seconded by Mr. Daggett, **Resolution 16-45** to approve the new HUD 5-year agency plan and authorize submission of the plan to HUD subject to a 45-day comment period, and to further authorize the chairperson to take any other action thereto, was accepted. All in favor.

VIII. Adjournment

On a motion made by Mr. Daggett and seconded by Ms. Letourneau, the meeting adjourned at 7:01PM.

Respectfully submitted,
John P. McKeown, Executive Director
Pembroke Housing Authority