

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

April 12, 2016 at 5:30PM

1. Ms. Carolyn Crossley, Chair, stated the meeting will be tape recorded.
2. The following commissioners were present

Carolyn Crossley, Chair
Greg Hanley, Member
William Harmon, Member

Not present

Henry Daggett, Treasurer
James Muscato, Assistant Treasurer

Also present were

John McKeown, Executive Director
Rachel Michael, Interim Recording Secretary
Ann-Marie Cameron, Federal Program Coordinator/Bookkeeper
Jo Anna Letourneau

Documents used Minutes of the March 16, 2016 meeting, March financials, March warrants, Paychex payroll report.

3. On a motion made by Mr. Harmon and seconded by Mr. Hanley, the regular meeting minutes of **March 16, 2016** were approved. All in favor.

4. Executive Director's Report

Mr. McKeown reported that the recertification at Kilcommons Drive is complete and the recertification at Mayflower Court is underway. A number of capital projects, including the roof on the administrative building at Kilcommons Drive, are out to bid. Commencement of the doors project is imminent. One of the administrative employees offered her resignation and the vacancy was publically posted. With the end of the fiscal year approaching, the Authority is in a healthy financial position.

5. On a motion made by Mr. Hanley and seconded by Mr. Harmon, the Warrants, Payroll, Bills and Financial Report for **March 2016** were approved. All in favor.

6. Old Business

A. The Pembroke Housing Authority has been managing the Halifax Housing Authority and the Holliston Section-8 program. There has been ongoing discussion about the idea of the Pembroke Housing Authority undertaking the management of the Duxbury Housing Authority, as well. The Board in Duxbury recently voted in favor of management of its program by the Pembroke Housing Authority. Thus, a joint meeting of the Pembroke Board and the Duxbury Board is needed to finalize a management agreement. Suggested meeting date is Tuesday, April 26 at 6PM at the Pembroke Housing Authority. Members were agreeable to this date.

B. Amendment to the Capital Improvement Plan. It will be enlarged by approximately \$183,000.00 and the funds will be used toward several projects. There was discussion about the kinds of projects the funds can be put toward. Mr. Hanley then commended the executive director, at length, for his exemplary management work – with specific mention of capital improvements – since his hire. He also highlighted the efficiency with which the executive director has been able to complete many major projects, stating that the value of the end results of these projects far exceeds the monetary expenditures. He then mentioned that he has spoken to other housing authorities about the executive director's accomplishments and they have acknowledged that they frequently look to him for direction in and assistance with their own endeavors. Finally Mr. Hanley summarized by saying that it is wonderful to see the systemic failures and projects that were neglected for some time finally get much-needed attention and resolution. The Chair echoed Mr. Hanley's accolades of the executive director.

8. New Business

A. A motion made by Mr. Hanley and seconded by Mr. Harmon, **Resolution 16-10** to approve **Amendment #4** to the **Capital Improvement Work Plan 5001** in the amount of **\$182,929.00** bringing the total Amended Award to **\$1,101,613.00**. This Amendment also extends the contract dates of services from **June 30, 2017** to **June 30, 2018**. All in favor.

B. A motion made by Mr. Hanley and seconded by Mr. Harmon, **Resolution 16-11** to authorize the director to schedule a joint meeting with the **Duxbury Housing Authority**, for the purpose of entering into a mutually beneficial **Management Agreement**. All in favor.

C. A motion made by Mr. Harmon and seconded by Mr. Hanley, **Resolution 16-12** to approve the **Quarterly Operating Statements** for Quarter Ending 3/31/2016, Fiscal Year Ending 6/30/2016 and to further approve the **Quarterly Consolidated Modernization Report** for Quarter Ending 3/31/2016, Fiscal Year Ending 6/30/2016. All in favor.

D. The Chair acknowledged Ms. Ann-Marie Cameron and asked if she had any business to discuss with the Board. Ms. Cameron confirmed that she was in attendance to ask a question – she specifically wanted to know what value the Board sees in her work, since she had not received an evaluation in two years and when she did receive a pay increase it was one of the lowest at 3%. She also discovered that her position had been posted online and she does not understand why that was done if the executive director and Board members are happy with her job performance. The executive director responded that he was surprised Ms. Cameron brought her question to the Board since he had already addressed her concerns privately on numerous occasions and thought that bringing it before the Board was inappropriate. However, he was happy to answer her question publically since she brought it to a public forum. He reminded

her that he always thanks her for her work and is grateful for what she does. He then reminded her that when he was hired as the executive director, the office staff had not had evaluations in quite some time. There was a backlog of work for him to complete while simultaneously observing the work Ms. Cameron and others were performing. He pointed out the fact that employees receiving salary increases is a testament to the appreciation of their work. He then informed her that the task of personnel management and the advertisement of positions in order to solicit resumes to form a talent pool is left to the executive director. However, he said that he was open to hearing from the Chair regarding the questions posed to the Board by Ms. Cameron. The Chair said she can only confirm that Ms. Cameron is doing a good job based on what the executive director reports to the Board. The Board is only tasked with the policy-making decisions regarding the Authority and does not monitor staff or manage personnel matters. Ms. Cameron then went on to say that she was originally tasked with working for the Pembroke Housing Authority, but now she is required to do work for the Authorities being managed by Pembroke. The executive director reminded her that until very recently, she was not charged with doing any work related to the management of the Halifax or Holliston Authorities. Mr. Hanley clarified by saying that when the Pembroke Housing Authority staff completes work related to the agreements between the Board and the Halifax and Holliston Boards, they are working on behalf of the Pembroke Housing Authority. He then asked Ms. Cameron how it came to be that she knows she received the lowest salary increase in the office. Ms. Cameron replied that she is responsible for handling all payments from the office, including payroll. Mr. Hanley asked if what she was indicating was that she used her position for a personal gain – that she took proprietary information for her personal use. He then suggested that the executive director counsel and coach Ms. Cameron regarding the difference between public and private information and how it relates to the processing of payroll and other aspects of her position.

9. Adjournment

On a motion made by Mr. Hanley and seconded by Mr. Harmon, the meeting adjourned at 6:05PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority