

**TOWN OF PEMBROKE
MASSACHUSETTS**

PEMBROKE HOUSING AUTHORITY

MEETING MINUTES

December 8, 2015

Ms. Carolyn Crossley, Chair, opened a meeting of the Pembroke Housing Authority at the offices located at Kilcommons Drive at 5:05 PM on Tuesday, December 8, 2015. Other members present were Mr. William Harmon and Mr. James Muscato. Members not in attendance were Mr. Henry Daggett and Mr. Gregory Hanley. Also in attendance, Mr. John McKeown, Executive Director of the Pembroke Housing Authority, Ms. Rachel Michael, interim recording secretary, and several Pembroke Housing residents.

The Chair announced that the meeting was being recorded and then asked Mr. John McKeown for the Executive Director's Report.

Mr. McKeown informed the Board

- that all housing units are fully leased, but that some turnover is expected in the near future, so applicants are currently being screened and interviewed;
- the parking lot paving project is nearly finished; and
- there have been ongoing discussions with DHCD regarding potential future subsidies for the Authority's projects.

The Chair then moved discussion to the warrant and bills – October (compilation report) and November financials. Mr. McKeown reminded the Board that checks are run and reviewed on a weekly basis and are recaptured on the report on a monthly basis. There was no further discussion; therefore,

Upon motion made by Mr. James Muscato and seconded by Mr. William Harmon, it was –

VOTED: To accept and approve the warrant and bills for the October and November financials.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Muscato were in favor of the motion. Motion passed.

The Chair then moved discussion to old business - FY2016 budget guidelines. Mr. McKeown stated that DHCD informed him that **Resolution 15-41** is not required, but he did not find it necessary to remove it.

The Chair asked the members if they had questions regarding **Resolution 15-41**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve the DHCD Salary Guidelines, effective July 1, 2015, and to further and specifically, approve the executive director salary line item of the FY16 budget in the amount of \$85,000.00.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-42**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve the Certificate of Final Completion for the Electric Panel Replacement Project No. 231-054.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-43**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve final payment for Project No. 231-054 to Jupiter Electric, Inc. in the amount of \$ 5,458.59.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-44**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve the awarding of a contract for HVAC services throughout the Authority to Mercury Mechanical Services, Inc. The contract is for two (2) years beginning October 1, 2015.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-45**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve the awarding of a contract for the installation of new flooring throughout the Authority to Floors Express. The contract is for two (2) years beginning January 1, 2016.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-46**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To accept and approve the awarding of a contract for plumbing services throughout the Authority to Mulky Plumbing, Inc. The contract is for two (2) years beginning January 1, 2016.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair asked the members if they had questions regarding **Resolution 15-47**. There was no discussion; therefore,

Upon motion made by Mr. William Harmon and seconded by Mr. James Muscato, it was –

VOTED: To amend the Parking Plan to provide open space parking, specifically eliminating previously assigned parking spaces and to require a RMV issued handicapped license plate for parking in painted and lined handicapped parking (the intent is to reserve these spaces for wheel chair and motorized dependent tenants and drivers). The Administrative Office will continue to make reasonable accommodations as may be required.

Ms. Carolyn Crossley, Mr. William Harmon and Mr. James Moscato were in favor of the motion. Motion passed.

The Chair then addressed the housing residents in attendance and invited them to speak to the committee. The residents were present to discuss the newly adopted smoking policy. One resident, Ms. Judith Turner, spoke about a fellow MacDonald Way resident (not present) who is wheelchair bound and only leaves her apartment to have an occasional cigarette. She said this woman “does not bother anyone” and wants to know why smoking is not allowed outside. The Chair stated that most housing authorities are adopting policies that prohibit smoking on housing authority property which includes outside areas. Mr. McKeown gave some historical information regarding allowing residents to smoke in designated areas or within a certain proximity from entrances and other common areas. It has been found that, after time, smoking policies tend to necessarily become more stringent due to vagueness, inaccurate interpretation by smokers and complaints from non-smokers. He clarified that the policy does not prohibit residents from smoking generally, however, it does prohibit smoking on Pembroke Housing Authority property. The residents then asked for clarification about the property line at the MacDonald Way development. Mr. McKeown gave a loose description of where he believes the property lines exist, however, he also informed the residents that they could get a precise answer at the town hall. The Chair then addressed a petition that the residents brought to the meeting that requests grandfathering in the current residents who smoke - specifically, the request is to allow residents who smoke and currently reside at any of the Pembroke Housing Authority developments to continue to smoke on the property (including in their units), but to prohibit smoking for any new applicants. The Chair said at the last meeting, Mr. Chris Bantham spoke about the history of grandfathering smokers – Mr. Bantham said that grandfathering does not work since the purpose of the no-smoking policy is to eliminate smoke from shared air and further, the new tenants who are not grandfathered simply circumvent the rules by smoking in the units of residents who have been grandfathered, thereby creating “smoking parties” in certain units. The residents stated that their rights are being taken away and that the no-smoking policy is creating (mental/emotional) health problems for them. Mr. Muscato said he, as a former smoker, empathizes with the residents, however, the most logical solution was to adopt the no-smoking policy.

The Chair asked the residents if they had any other questions for the committee. Ms. Turner said she wanted to speak about parking issues at MacDonald Way and stated that individuals are parking in areas that are not marked for parking – specifically, cars are parked around the circle, often overnight and it

makes it difficult, and sometimes impossible, for emergency vehicles to maneuver around the circle efficiently. There was a request for the area to be marked “NO PARKING” with yellow paint and standing signage. The Chair thanked the residents for their input and said the Board would take their parking suggestions under advisement.

There being no further discussion or votes, the meeting adjourned at 5:41 PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority

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