

PEMBROKE HOUSING AUTHORITY
Regular Meeting Minutes
June 16, 2015
5:00 P.M.
(Meeting began at 5:30 when quorum was reached)

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
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Also Present were:

John McKeown	Executive Director
JoAnna Letourneau	

Documents Used: **Minutes: May 5, 2015 Meeting, April, May 2015 Warrants, Director's Contract.**
3. Executive Director's Report.

John reported that the paving project has started and will continue for the next 30 days. The intercom system project which was funded by CPC is underway and 90% done. This will provide heightened security. A new lease was signed with RTR on Lydia Ford Rd. He is hoping to get a double increase on the COLA for both 689 homes. Every development is being jammed with new work to enhance our assets across the board. Everything is going well. There are a couple turnovers which is average. The management contracts with both agencies are running smoothly.
4. On a motion made by Bill Boyle and seconded by Jim Muscato, the Warrant, Bills and Financials **May 5, 2015** were approved. All in favor.
5. On a motion made by Bill Boyle and seconded by Jim Muscato, the regular meeting minutes of **May 5, 2015** were approved. All in favor.
6. Old Business

None
7. New Business
 - a. Carolyn reminded the board that this would be Bill Boyles last meeting because he is moving out of town. Everyone thanked Bill for his service. We will be left with 3 commissioners which is why we are discussing new members tonight. John explains that after the last board meeting he was informed that there will be a joint meeting with the Selectmen on June 29, 2015. The purpose of which is to address the new vacancies. We need to make a recommendation at the joint meeting for 2 new members. Carolyn stated that because no one ran at election time, the state law allows the Board of Selectmen to fill the position. On a motion made by Bill Boyle and seconded by Jim Muscato, **Resolution 15 - 10**: To recommend to the Board of Selectmen, the nomination of Greg Hanley to fill the vacancy left by Commissioner Kroon was approved. All in favor.
 - b. Carolyn asks the board if they have another person in mind for the second nomination. John states

that Bill Harmon is still interested in the spot. He originally pulled papers but was late in turning them in. Carolyn and Jim Mention that they do not know of him, but that the position needs to be filled. JoAnna explains that he has been in the office a few times to visit John and mentions that he seems like a very nice guy. On a motion made by Jim Muscato and seconded by Bill Boyle, **Resolution 15 – 11**: Authorize the expansion of the Agenda for the joint meeting with the Board of Selectmen on June 29, 2015 to include Bill Harmon as the second recommendation. All in favor.

- c. John explains that the board has the contract followed by the formulas, factors and experience etc. Carolyn explains that she and John did discuss the contract. It is a form contract that the state puts out and they added some language with the salary and term. Jim asks what the major differences are. Carolyn answers that the time is slated for 3 years and the salary different. John states that he went through the numbers with the accountant, Rick Shaw. Jim asks what the difference in salary is. John answers that the base salary went up \$8,000 or \$9,000 on the state and the net cost to the housing authority would be less than \$10,000. Carolyn adds that they did increase his vacation time a little. Jim asks what it was increased to. Carolyn answers that his vacation time was at 1 week and they increased to 5 weeks. Jim asks if it can be carried over. JoAnna states that the personnel policy only allows an employee to carry over no more than 2 weeks each year. Carolyn explains that the contract states that the Executive Director should not accrue more than 150 hours of vacation leave without approval of the board. In the event of separation or termination any unused will be terminated. JoAnna asks Carolyn if the personnel policy trumps the E.D. Contract. Carolyn answers yes, it generally does. John points out that the contract is formulary based on the several programs and doesn't take into consideration the other contracts we have with Holliston and Halifax that brings in increased revenue. Jim asks if there are COLA's involved in this. Carolyn answers that yes, the contract states the E.D. will receive an annual COLA raise. Carolyn asks if everyone is comfortable with the contract and asks for a motion. On a motion made by Bill Boyle and seconded by Jim Muscato, **Resolution 15 – 12**: Authorize the Chair to execute a new 3 Year Contract with the Executive Director was approved. All in favor.
- d. Carolyn points out that there are two new additional items that were added to the agenda. John explains that because we may or may not have a meeting in July he has added a resolution 15-13 and 15-14. On a motion made by Jim Muscato and seconded by Bill Boyle, **Resolution 15-13**, to approve the certificate of final completion for the Kilcommons roof project (fish # 231037) for \$28,348.60. All in favor.
- e. On a motion made by Bill Boyle and seconded by Jim Muscato, **Resolution 15-14** to approve CPC invoices for the intercom system projects at Kilcommons and Mayflower for \$34,799.68 and \$87,453.43 and to submit to CPC for payment. All in Favor.

9. Adjournment

On a motion made by Bill Boyle and seconded by Jim Muscato, the meeting of June 16, 2015 was adjourned at 6:00 p.m.

Respectfully Submitted,

John McKeown
Executive Director

