

MIDDLEBOROUGH HOUSING AUTHORITY
Board of Commissioners' Meeting
Community Room, 8 Benton St., Middleboro, MA
Wednesday July 20, 2022

Present: Chairman Thomas White, Robert Eatherton, Veronica Haywood, Nancy Thomas
Absent: None
Also Present: Maria Angel Medeiros, Alyson Baldner, William Enos, David Fongellaz

1) CALL TO ORDER

Mr. White called the meeting to order at 4:00 PM.

2) PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

3) MINUTES

The minutes of the June 15, 2022 meeting were reviewed.

MOTION: To approve the June 15, 2022 minutes as presented.

By: Veronica Haywood

Second by: Robert Eatherton

VOTE: 4-0-0

4) CHAIR UPDATE

- 1) Mr. White advised the Board he received a phone call from DHCD Risk Management/Fraud attorneys regarding the Subcommittee.
- 2) Posting with former Director's name in CapHub on annual plan. This needs to be fixed.
- 3) Discussion regarding June 28th Subcommittee meeting. Due to lack of attendance at the first two meetings, Mr. White "unappointed" Ms. Thomas. She said, "Very good." She asked why he had appointed her. He said because she had voted in favor of hiring Ms. Medeiros so he wanted the Subcommittee to reflect differing views. Mr. White and Mr. Eatherton had voted against hiring her. Without Ms. Thomas as a third member, Mr. White and Mr. Eatherton can meet in private, no longer subject to Open Meeting Law requirements.
- 4) Would like to see evaluation of Director at 6 months, then annually. Ms. Medeiros said she had no problem with being evaluated, but objected to being evaluated after just 6 months.
- 5) Discussion about Executive Director job description and review. Ms. Medeiros will send it to DHCD to review.
- 6) State Rep Norman Orrall and State Senator Marc Pacheco will be issuing citations for the former Director.
- 7) Steve McKinnon has resigned from the Board of Commissioners. The resignation has already been to DHCD and applications have been sent to the Governor's Council for review. Hopefully there will be an appointee soon to fill the seat.

5) FINANCIALS

Ms. Medeiros informed the Board she intends to have the accountant and auditors present at a Board meeting at the end of the year to review financials.

MOTION: To accept the financial statements as submitted.

By: Robert Eatherton

Second by: Veronica Haywood

VOTE: 4-0-0

6) EXECUTIVE DIRECTOR'S REPORT

- A) Boot Stipend – Fee Accountant Rich Conlon has approved a boot stipend for the maintenance staff. Previously they had been buying their own work boots. The stipend will be \$125.00 per maintenance employee per year.
- B) Website Logo – Ms. Medeiros showed the Board a logo for the website and business cards she has created.
- C) Mission Statement - Ms. Medeiros would like clarification on the Mission Statement of the Housing Authority. She found several different versions and asked the Board which one to use.

- D) Maintenance – Ms. Medeiros would like to keep oversight of construction projects internal to save on cost. A so-called “Clerk of the Works” is not necessary for the Creative Place Project at Nemasket as our Maintenance Supervisor Dave Fongeallaz is qualified and it is part of his job to supervise outside contractors as outlined in his monthly Maintenance Reports. Mr. Fongeallaz will take over for Bill Enos in supervising the contractors on all construction projects, so Mr. Enos will no longer be working for the Housing Authority. Ms. Medeiros stressed this has no reflection on Mr. Enos, but is being implemented as a way to save money for the Authority. She said, “We have been paying one person (Mr. Fongeallaz) NOT to do this work, while paying an outside person to do the work.” She doesn’t have any staff meetings with Mr. Enos as she does with Mr. Fongeallaz.
- E) “Construction Consulting” appointment – Ms. Medeiros has been notified that the previous Executive Director “does not want to proceed” with acting as a consultant on the Creative Place Project. She had been planning to continue attending construction meetings for roughly 10 hours per month until the project has been completed.
- F) Annual Cookout – The Riverview and Nemasket cookouts will be combined this year because of the construction at the Nemasket Community Building. The Archer Court block party is on Saturday August 6th. Blustone Bank donated \$350.00 for the cookout expenses.
- G) Riverview Community Building – New countertops have been installed in the kitchen in the community building at Riverview.
- H) Fire Alarms – Ms. Medeiros looked for a different company that would give us a better price than Watch 24 to conduct the required fire alarm testing. She found A & A that quoted \$9,641 less.
- I) Old Colony Elder Services, Resident Service Coordinator - Met with OCES and RSC to review contract and needs. Staff will be conducting monthly meetings with RSC and her supervisor.
- J) 667-3 property insurance- Ms. Medeiros is working on obtaining new property insurance for Riverview. She will consult with DHCD.

7) MAINTENANCE REPORT

The Maintenance report for June was presented to the Board for review.

MOTION: To approve the Maintenance Supervisor’s report as presented.

By: Robert Eatherton

Second By: Veronica Haywood

VOTE: 4-0-0

8) OLD BUSINESS

A) Community Preservation Project – Nemasket roof project. Unsure of status.

B) Nemasket Creative Place Making Project – The contractor indicated that the doors and windows would not be in until September.

C) Archer Court Sustainability Project – On hold.

D) Archer Court Drainage Project – On hold.

9) NEW BUSINESS

A. Reversal of Previous Vote - Fee Accountant Rich Conlon nixed the Board’s May meeting vote to convert unearned Covid sick time monies into earned vacation time. Staff must return time if it has been taken.

MOTION: To reverse the Board’s previous vote allowing employees to convert remaining unearned COVID sick time into earned vacation time.

By: Nancy Thomas

Second By: Veronica Haywood

VOTE: 4-0-0

B) Records Disposal – Ms. Medeiros has received two proposals, waiting on a third. Hoping it will cost around \$300.

C) Hearings Officer- The Board reviewed Emily Eschmann’s resume for Grievance Hearing Officer.

MOTION: To accept Emily Eschmann as MHA’s new Grievance Hearing Officer.

By: Robert Eatherton

Second By: Veronica Haywood

VOTE: 3-0-1

(Nancy Thomas)

- D) CPA Funding Award Letter – This is for new roofs at 28 and 30 Maddigan Way. JJS Universal Construction Company was the low bidder at \$39,200. TBA Architects approved. No vote is required.
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Appointment to Community Preservation Committee - We need to replace Steve McKinnon as our statutory member to the CPC. Mr. White announced he was appointing himself. He said, "I think I'm within my rights." Discussion ensued. Ms. Thomas objected, saying we have always voted the statutory member by Board vote, as was done with Mr. McKinnon. MOTION: To appoint Mr. White to be our statutory member to the Community Preservation Committee.

By: Nancy Thomas

Second By: Robert Eatherton

VOTE: 4-0-0

10) SCHEDULE NEXT MEETING

The next meeting will be Wednesday September 21, 2022 at 4PM.

11) ADJOURNMENT

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:11PM.

By: Robert Eatherton

Second By: Veronica Haywood

VOTE: 4-0-0

Respectfully Submitted:

Maria Angel Medeiros, Executive Director/Secretary

BOC Vice-Chairman

List of Documents and other Exhibits used by The Body at The Meeting

1. Minutes June 15, 2022
2. Financials
3. Emily Eschmann resume
4. TBA proposal contractor bids