

MIDDLEBOROUGH HOUSING AUTHORITY
Board of Commissioners' Meeting
Community Room, 8 Benton St., Middleboro, MA
Wednesday October 19, 2022

Present: Chair Thomas White, Treasurer Robert Eatherton, Commissioner Veronica Haywood,
Commissioner Mark Pitts and Commissioner Nancy Thomas
Absent: None
Also Present: Executive Director Maria Angel Medeiros and Suzanne Reynolds

1) CALL TO ORDER

Chair 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 September 21, 2022 were reviewed. Amendment requested by Chair White under "Chair Update" to reflect that he had a conversation with Christine Devore of DHCD Risk Management regarding former Director's name in Cap Hub on annual plan; this has been addressed.

MOTION: To approve the September 21, 2022 minutes as amended.

BY: Treasurer Eatherton

SECOND: Commissioner Thomas

VOTED: 5-0-0

4) CHAIR UPDATE

- 1) Review of Executive Director: Chair White stated a review for ED Medeiros will occur in November, six months after hire. A discussion ensued. Commissioner Pitts agrees with the review coming after ninety days on the job. Commissioner Haywood was unsure if it was needed at this time as she has a nineteen-month contract in effect. Chair White praised ED Medeiros for her commitment in saving the Authority \$7,000 on the fire alarms. The Board will be part of the review process. Review will go forward in November of this year. No vote was taken on this.
- 2) What Needs to Be Reported: Chair White stated anything and everything that costs money needs to be reported to the Board. He stated his desire to hire local construction vendors that "are good to their employees and are a good fit for the community." ED Medeiros responded there is a protocol that is followed each time a company is hired to do work. She stated anything under \$5,000 does not require board vote or to be put out to Bid, and anything above \$10,000 needs to be voted by the Board. But overall, the lowest bidder wins after obtaining three written quotes. ED Medeiros stated she is following regulations with regard to the procurement process. This topic will be continued at a later date.
- 3) Rules of the Workplace: Chair White would like to discuss rules of the workplace after he was approached by two citizens in the supermarket who told him they overheard "screaming" in the Authority offices. ED Medeiros stated she should be alerted to any situations that occur; this is not something that should be brought to the Board. Pages 30-34 in the Personnel Policy were briefly discussed. Chair White read the "demotion" policy and wants everyone to know and be reminded of the rules and policies that are in place to protect everyone from yelling or screaming, which are not "acceptable."
- 4) Fair and Equitable Treatment: Chair White wants a policy on "flex time." ED Medeiros said it is not a written policy but she does allow it in certain instances. If job hour changes need to occur, ED Medeiros must be asked and the change approved by her. She will approve for specific reasons with guidelines. Chair White wants an updated policy and stated the Executive Director has the final ruling on decisions made regarding "flex time." He would like it discussed further at next month's meeting. ED Medeiros will email copies of proposed guidelines prior to the next meeting.

- 5) Same Rules Apply to All: Chair White stated the rules have been addressed at this meeting.
- 6) Compensatory Time: Chair White spoke to accountant Rich Conlon regarding Compensatory Time. He said Rich does not like comp time. It is not in the Personnel Policy. Overtime is needed for specific jobs; all agreed. Chair White would like to be notified personally in advance when ED Medeiros plans to take compensatory time. She stated Chair White signs her time sheets.
- 7) Name change: Commissioner Thomas stated that on page 48 in the Personnel Policy two names need to be changed to those of the two new hires: Executive Director- Maria Angel Medeiros and Receptionist/ Clerk- Suzanne Reynolds.

5) FINANCIALS

Community Preservation Committee Grant Funds: Chair White stated that ED Medeiros did not submit the application for the next round of CPA funding to the Community Preservation Committee. Step 1 of the application was due to the CPC on September 15, while the final step was due today. That reflects a potential loss to the Authority of up to \$50,000 for another roof project. Chair White wants ED Medeiros to apply for more grants. Commissioner Pitts asked Chair White, who sits on the CPC as the Housing Authority's representative, if the Housing Authority can apply late. Chair White stated he does not know at this time if applying late is possible but will ask at the CPC's scheduled meeting tonight.

MOTION: To accept Financials as presented.

BY: Commissioner Haywood SECOND: Treasurer Eatherton **VOTED: 5-0-0**

6) MAINTENANCE REPORT

ED Medeiros stated all the Maintenance Contacts are updated.

7) EXECUTIVE DIRECTOR'S REPORT

- A) Board Training: Training can be completed by the Board on November 5th, 2022. Chair White stated no vote on the training was taken at the last meeting. He wants to continue discussions about the costs and ongoing question as to whether or not there is alternative training. Commissioner Haywood agreed that possible training dates were discussed. Commissioner Pitts and Treasurer Eatherton agreed that a syllabus would be helpful to decide about training. Chair White would like to see a vote on the training.

MOTION: to revisit training decision after a syllabus is received by Commissioners.

BY: Commissioner Thomas SECOND: Treasurer Eatherton

VOTED: 5-1(Commissioner Haywood)-**0**

- B) Cameras: RCAT will be opening up a line item for the cameras. Treasurer Eatherton asked for more details. ED Medeiros stated RCAT advised locations where more cameras were needed. The cameras at Archer Court need to be revamped while the others would require an "IT designer" who could recommend locations of other cameras.
- C) Laundry Rooms: A laundry room for Archer Court would cost approximately \$15,000 if constructed "in house." Commissioner Thomas is opposed to a laundry room taking an apartment offline. RCAT stated regulations for a separate building would require two separate entrances, bathrooms and ADA access. It would end up costing much more money. Chair White stated he spoke with the Council on Aging Director regarding having their weekday Shuttle Bus make a stop at Archer Court one day each week so residents can access local laundromats on its route.

8) NEW BUSINESS

Creative Place Change Order: A change order is required due to the rotting wood on the exterior of framework. This will be replaced at a cost of \$2,225.68.

VOTED: To approve a change order submitted by Vareika Construction and TBA Architects for the Creative Place Making Project in the amount of \$2,225.68.

BY: Commissioner Thomas SECOND: Commissioner Haywood **VOTED: 5-0-0**

9) OLD BUSINESS

- A) Community Preservation Project – Nemasket: Roofs for 28 and 30 Maddigan Way are to be completed soon.
- B) Nemasket Creative Place Making Project –Should be completed sometime in November. The sheet rock and insulation will be completed soon. Sliding doors are now completed as well. Commissioner Haywood wants a mural painted on one side of the building. Would like to find an individual who knows how to paint a professional mural with the theme of four seasons represented by trees and the various colors and changes of trees through the seasons.
- C) Archer Court Drainage Project: RCAT stated the drainage issues at Archer Court will need fencing. ED Medeiros received a quote of \$3,200 for fencing and will seek three more quotes. Treasurer Eatherton stated perhaps it is a town issue. Chair White would like to look into the entire project to solve the issue especially before winter.
- D) Archer Court Sustainability Project- DHCD and the engineer are overlooking the project.
- E) COVID – ED Medeiros went over the state regulations regarding COVID. Reduce contact if you have been exposed within 5 days. If you have been exposed, wear a mask for five days, especially if you are still not well. This will also go into the November tenant newsletter.

10) SCHEDULE NEXT MEETING

The next meeting will be Wednesday November 16, 2022 at 4PM.

11) ADJOURNMENT

MOTION: To adjourn the Regular Session meeting. The meeting was adjourned at 5:25 PM.

BY: Commissioner Thomas

SECOND: Treasurer Eatherton

VOTED: 5-0-0

Respectfully Submitted:

Maria Angel Medeiros, Executive Director/Secretary

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

1. Minutes September 21, 2022
2. Financials
3. Maintenance Reports
4. JJ Contract
5. Notice to Proceed JJ Universal Contractors.