

Hingham Housing Authority  
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**Board Meeting  
January 8<sup>th</sup>, 2019  
Amended Minutes**

Members present: Chair Robert Keyes, Vice Chair Jim Watson, Secretary Megan Buhr, member Greg O'Meara, member Irma Lauter. Also present: S. Napier and Hingham Selectperson Karen Johnson.

R. Keyes called the meeting to order at 7:05.

G. O'Meara asked that the minutes be amended to include the Mandatory Contract Cover Sheet, and the list of questions that I. Lauter had asked him to present. J. Watson noted that the secretary had confused who made a motion on the penultimate paragraph on the second page: J. Watson actually made the motion for the vote of confidence in the staff. He also asked for recognition on the 3<sup>rd</sup> page that he made a motion to extend S. Napier's contract. J. Watson made a motion to accept the minutes as amended, and G. O'Meara seconded, and the vote was unanimous.

Selectperson Karen Johnson and assistant town administrator Michelle Monsegur spoke about the Beal Street 8.02 acre parcel. R. Keyes asked why the Housing Authority didn't receive a notice from the federal government about the demolition of the building. I. Lauter asked why the town is going after the land now, and K. Johnson expressed confusion regarding why the Housing Authority was dragging its feet when a contract was signed, and Town Meeting has already voted on the matter. K. Johnston pointed out that the Housing Authority wouldn't even be able to build, because we do not have clear title. G. O'Meara asked whether the state or the town has a lien on the property, and K. Johnson said no. J. Watson asked if the town had specific plans, or if it was just a matter of ownership, and K. Johnson said that it was a matter of ownership, and there are no current plans for the property. G. O'Meara said that all that really matters is what's in the title. S. Napier said that DHCD won't let the Housing Authority sell land without their approval. K. Johnson suggested having a conference call with DHCD and the Housing Authority to get to the bottom of what is allowed. G. O'Meara asked K. Johnson if the town could find the title. A title search was done on the Plymouth County Registry of Deeds website, and a deed transfer was found between the Town of Hingham and the Hingham Housing Authority from April 21<sup>st</sup>, 1989. A survey was done as part of this transfer. G. O'Meara said that we should see if there are any additional liens or if there have been any transfers. It was decided that to revisit the issue at the next meeting.

We turned to the June 19<sup>th</sup> minutes, and I. Lauter requested that issue of S. Napier's completed disclosure form CLc-268A, as there was no discussion and no voting on the issue. J. Watson was the secretary that evening. I. Lauter made a motion to open the minutes from that evening, and remove that portion of the minutes. J. Watson made another motion to put the disclosure form on the minutes for the February meeting, I. Lauter seconded, the vote was unanimous.

We turned to the report of the Executive Director (attached).

I. Lauter asked about the webcam security system, and S. Napier said that Kevin has the app on his phone to review it if there are ever any security issues. She also asked about drops in administrative payment on Scotland Street, and drop in overtime pay for maintenance. S. Napier wasn't sure about Scotland Street, but said that streamlined new procedures, combined with practically no snow last year, mean that they worked much less overtime.

I. Lauter brought up the cell phone policy, which she will work on rewriting and present to the Authority at the next meeting.

S. Napier described an issue with the new boilerplate contract from DHCD, which limits rollover of vacation and sick days, which many Housing Authority Directors have been able to do. S. Napier has refused to sign the new contract, and says that a number of other Directors have refused to sign. As of July 1<sup>st</sup>, S. Napier had 247.47 vacation hours, plus 149 current unused vacation days, as well as about 200 hours in sick time. Similarly, Kevin has about 242 sick hours, and 159 vacation hours. G. O'Meara pointed out that this guarantee is not in the current contract. G. O'Meara asked who keeps track of S. Napier's times, and she said that the accountant and the auditors have her timesheets. I. Lauter asked how accrual is calculated.

All members signed the budget that was voted on last month. We made an amendment to Budget Certification – Part A, deselecting the item saying that the Executive Director is currently working under a contract, and selecting the option saying that the Executive Director is not currently working under contract. All members initialed the change on the paperwork.

S. Napier said that because there wasn't a quorum at the August meeting to sign end of year certs, the performance review reflected lack of information to make determinations.

DHCD would like to see contracts with certain large vendors, including Hart Security, Panda Rug, Drainbalance, Ritterhaus, Fossil Fuel. So we are currently putting those contracts in place.

G. O'Meara asked that paperwork be sent out earlier prior to the meetings, and S. Napier said she would do her best; they are now distributed on Friday afternoons prior to Tuesday meeting.

I. Lauter asked to defer the Personnel Policy discussion, as she hasn't had a chance to read the entire thing.

R. Keyes made a motion to adjourn at 9:05, and it was seconded and voted unanimously.

