

A Special Meeting of the South Hadley Housing Authority was held on June 4, 2019, at 12:00 pm

The members of the South Hadley Housing Authority of Commissioners met in special session at 69 Lathrop Street in the Town of South Hadley, MA , at 12:00 pm.

The following attendance was recorded: Members present were James Menard/Chair, Christine Blaney/Vice Chair, John Duda/Treasurer, Matthew Brunell/Assistant Treasurer and Annie Perez/Member. Others in attendance were Jean Leonard, Christine Evans, Bridgette Sullivan, and Gary DePace.

Before other business of the meeting John Duda informed the Board of the recent passing of long term Board member Robert Nolin. Motion was made by John Duda and seconded by Matt Brunell that a \$50 donation be made by the SHHA to the ramp fund at St. Patrick's church in his memory – as suggested in his obituary. The motion was carried unanimously.

**Minutes:**

Minutes for the regular meeting of 5/21 were reviewed by the Board. Christine Blaney made the motion to accept the minutes as presented. Matthew Brunell seconded and the motion was carried 5-0.

**New Business # 1:** At the request of Chairman, James Menard the order of business will be changed for the purpose of discussion of pressing matters relating to personnel issues. Remaining New Business will be discussed later in the meeting.

Discussion of New Business was held as to how best fill the Management needs of the SHHA in the absence of the Executive Director. Upon her return to work, motion was made by Christine Blaney and seconded by John Duda that Bridgette Sullivan be appointed as Acting Executive Director, effective June 4, 2019, and continuing until further notice. This action will immediately carry a 5% salary increase also effective immediately. Upon roll call vote, the motion was carried unanimously. Motion was then made by James Menard that Bridgette Sullivan be made Contract Officer and seconded by John Duda.

With the appointment of an Acting E.D, discussion turned to the filling of the current Maintenance Supervisor's position. Interviews were held last week with the two finalists. Bridgette Sullivan reported that following the interviews, it is both her recommendation as well as the Executive Directors that we hire John Wojciechowski, subject to his passing a CORI screening and pre-employment physical. His current rate of pay is in keeping with current wage rates as well as union rates of pay.

**Maintenance:** The Maintenance Report for June 4<sup>th</sup> was reviewed and discussed.

**Vacancy Report:** The board was given an update on the current vacancy report.

**Financial /Bills:**

The current bills for the South Hadley Housing Authority were reviewed for the period from 5/21 to 6/4/2019. Motion was made by Christine Blaney and seconded by Matthew Brunell to accept the bills as presented. The motion was passed 5-0. Board member, John Duda requested that the Board be provided with an updated and current report on all accumulated sick, vacation and personal time off for all employees for the last three months at their next meeting, and that this type of report be offered to the Board periodically in the future.

Gary DePace, Fee Accountant for the SHHA was present to discuss the system by which earned time for the employees is tracked. He explained that he has a spreadsheet program, but that the figures are provided to him by the office on a weekly basis through the payroll system. He feels that he has a handle on the tracking of employee benefits, and provides figures to the E.D regularly. The development of an updated Personnel Policy as well as an Employee Handbook is felt to be an important project for the near future.

**Unfinished Business:**

Discussion was then held on the Abbey Lane issues. Towing of vehicles who are illegally parked and managing proper parking for residents and workers at the building were discussed. The maintenance department will rope off an area where no parking is allowed.

**New Business #2:**

Certificate of Substantial and Final Completions for FISH# 275056 – Air Source Heat Pumps - were reviewed. Christine Blaney made the motion that both Certificates be approved. Annie Perez seconded the motion and it was carried by a vote of 5-0.

**All Other Business:** There was no other business to come before the meeting.

With no other business to come before this meeting, motion was made by John Duda and seconded by Annie Perez that the meeting be adjourned at 1:10 p.m.

Respectfully submitted,

Jean Leonard/Acting secretary to the Board;'