

TOWN OF SCITUATE  
Scituate Housing Authority  
Minutes of the  
Wednesday April 19, 2017 5:45PM  
Rockland Oaks Housing Project – Community Room  
104 Rockland Road  
NORTH SCITUATE, RI 02857

Meeting called to order at 5:55 PM- Present Mike Payette Town Council VP, Richard Finnegan, Esq., Jeanie Vachon, Carol Costa, Freddie Toruchette, Absent Kara Fay (excused) – many residents.

Organization of Commission, Mike Payette calls for nominations Carol Costa nominates a slate of officers including; Richard Finnegan, Esq, Chair , Freddie Tourchette, Vice, Carol Costa Secretary Treasurer, Seconded by Freddie Toruchette, Jeanie Vachon Nominates herself as Vice Chair, No second roll call vote: Finnegan aye, Tourcehtte Aye Costa Aye Vachon Nay motion carries. Mike Payette swears in the new board of Commissioners.

Meeting proceeds:

Discussion and action of the make up- mission, operation and vision of the Scituate Housing Authority. A lively discussion ensues regarding the practice, operation and processes in place at the Rockland Oaks (at all times residents and public are allowed to query and discuss). Costa begins a discussion of Commission mission, Commission vision, Commission goal, SWOT - assessment: strengths, weaknesses, opportunities, and threats.

Miss Costa puts forth mission and vision statements for the Board and residents review and pondering. (attached)

- Work Orders
- Mr. Finnegan explains that the maintenance procedures explained to him were very opaque and that some investigation of the work schedule and compensation of the maintenance person had to be undertaken. Additionally, Finnegan

suggested a complete inventory of items for maintenance and shed contents be taken, Costa put that in a motion Tourchehte 2<sup>nd</sup> Motion carries.

The residents explained the WO process but there exists some confusion. Some residents indicate they take forms from the lobby and slide under the office door for issues. While other resident indicates there have been no forms available for months. The BOC indicates that WO process must be clarified and streamlined. Additionally, after hours communication with either the management company or the maintenance person is lacking process. Ms Costa indicates a 24/7 answering service should be enabled she puts that in the form of a motion 2<sup>nd</sup> by Tourchette the motion carries. Some of the resident are perplexed at the large amount of Connecticut companies that do work at the Authority. The residents also complained strongly about the entrance door that is heavy and has no auto opener for the elders who may be physically unable to wrestle with the door. Ms Costa makes a motion to appropriate the money and solicit bids to fix and update the door 2<sup>nd</sup> by Tourchette motion carries.

- Time Cards- Upon BOC inquiry it appears there are no time cards or tracking of employees. Miss Costa suggests investigating a tracking on line system that is very low cost, 2<sup>nd</sup> by Tourchette motion carries.
- Agreement with RI Housing- Many residents indicate that management people from RI Housing will be on sight this Friday, some residents indicate they have never seen these people before. In the past only housing inspectors have been in the building. Mr. Finnegan indicates he will present to introduce himself as well as the new direction of the SHA.
- All SHA minutes and contracts are in the possession of Former Commissioner Carpenter and the BOC makes a Motion to retrieve those minutes, documents and the corporate seal. Motion by Costa 2<sup>nd</sup> Toruchette motion carries.
- Posting OMA and public obligations (RI SOS) will now be the responsibility of the Secretary, and VP Mike Payette indicates he will ask Deputy Town Clerk Gloria to make the necessary changes at the RI SOS for web posting access.
- Statutory and OMA definitions and compliance- THE SHA BOC recognizes it has a statutory duty to comply with RI OMA and RI APRA and found that past BOC has not complied with the Open Meeting Act.

- Budget- Audit 2015-2016 FY- The Board of Commissioners needs the past audits and budget to move ahead and as a board asks for the management company's cooperation in this matter, the BOC tasks Mr. Finnegan, Board Chair to reach out to Ms. Galbraith to retrieve the documents, records and all pertinent contracts, agreements and necessary information to forge ahead. Including but not limited to: Audits, software packages, contracts, bills receipts, laundry receipts, RI Housing agreements, compensation packages, Check book reconciliations, banks statements and any other papers that belong in the custody and control of the SHA.
- Audit Firm- upon discussion of the muddy record keeping and unanswered question the BOC puts forth a resolution to bring in specialized accounting firm; Chaput and Feeney LLP to review the practices, books and accounting of the SHA, in order to out forth recommendation for the future of the project and the Towns Housing programs. Resolution 2017-0001 ( attached) Resolution carries.

Then BOC discusses the possibility of a full review of Legal and Insurance needs. Ms Costa puts forth motion to review and engage legal counsel to review insurance and liability exposure at the authority including but not limited to lease review, best practice and any further that by way of a legal nature could be reviews.

Miss Costa puts forth a motion to allow the SHA to join industry leading professional associations including but not limited to PHARI, NERC, NERC NAHRO and PHADA Professional development memberships /associations 2<sup>nd</sup> by Tourchette motion carries.

- The following items were discussed as a group as they relate to the ACOP:

Continued Occupancy Plan

List and preferences to be established ASAP

5 year plan

Resident Commissioner

NOFA opportunities

File management

Maintenance process procedures and comprehensive assessment

Housing Expansion

Potential collaboration with other town and community groups and associations

## Community outreach and PR

### Resident Advisory Board to be established

In the discussion of the RAB the residents indicated they asked several times for a grill to increase community and hold gathering in the back yard. They were told they could not grill. Miss Costa put forth a motion to purchase the residents a barbeque grill and advise them to begin a tenants association so they can get grants to enrich their lives. Motion 2<sup>nd</sup> Toruchette, Motion carries.

After a discussion of goals and hope for the SHA, Costa suggest that the SHA purchase the industry leader NAN MacKay ACOP and development materials, as well as schedule a Commissioners Workshop by and industry leader Rick Leco perhaps, for the SHA 2<sup>nd</sup> by Tourchette , motion carries.

Set twelve month and Annual Meeting Schedule – with reporting and postings clarifications.

The residents will get back to the BOC to set a date and time that works for residents, as the BOC is eager to get the residents involved.

Motion is made and 2<sup>nd</sup> to hold the next meeting on May13, 2017 along with a May Breakfast for the residents. Motion carries

Motion to Adjourn- Tourcehette motion carries at 7:58PM