

John A. Boris, Chairman  
Frank J. Milo, Vice Chairman  
Peter K. Strout, Second Vice Chairman  
Maureen Call, Treasurer  
  
Carol A. MacGown, Executive Director

**MINUTES OF THE  
SPECIAL MEETING  
WEDNESDAY, FEBRUARY 28, 2018  
5:00 p.m.**

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**I. Called Meeting to Order at 5:00 p.m.**

**II. Roll Call**

Present

Maureen Call  
Peter K. Strout  
John A. Boris

Absent

Frank J. Milo  
(Vacant Seat)

Also Present: Carol MacGown, Anne Cameron and M. Elizabeth Goyette

**III. New Business**

New Hire – Accounting Manager

Interviews for the Accounting Manager’s position were conducted in January 2018 and February 2018 by Carol A. MacGown. The Director presented the candidate of her choice to appear before the Board this evening.

Carol introduced M. Elizabeth Goyette to the Board and informed the Board that she checked Elizabeth’s references and said that she has received a glowing reference from Father John McInnis who she has worked with for 11 years. She has had experience with payroll, making deposits, preparation of budgets and accounts payable. Carol said that she has had experience with all of the job duties that the SHA is seeking in an Accounting Manager. Carol stated that she thought she would be a good fit for the SHA. Carol asked if the Board had any questions for her. There were none.

Maureen Call moved to make a conditional offer of employment to M. Elizabeth Goyette with a six (6) month probationary period for a full time position as Accounting Manager at an hourly wage of \$27.47 with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical



examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Peter K. Strout  
John A. Boris

Nays

Wage Match for State Housing Guidelines

The Director explained the Wage Match Guidelines to the Board.

Peter K. Strout moved to approve the Wage Match Guidelines for State Housing Program Tenants as presented. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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**IV. Other Business/Late Communications**

There was none.

**V. Adjournment**

Peter K. Strout moved to adjourn the Special Meeting held on Wednesday, February 28, 2018 at 5:12 p.m. Maureen Call seconded the motion and the vote was as follows:


Ayes

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Nays

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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary