

**TOWN OF PEMBROKE  
MASSACHUSETTS  
HOUSING AUTHORITY  
MEETING MINUTES**

**May 15, 2018 at 5:30 PM**

**Attendance.**

- A. The following commissioners were present  
Carolyn Crossley, Chair  
Judith Parks, Member  
James Muscato, Vice Chair  
Joshua Smey, Member
- B. The following commissioners were not present  
Henry Daggett, Treasurer
- C. Also present:  
John McKeown, Executive Director

**Announcement:** Ms. Carolyn Crossley, Chair, calls the meeting to order and: states the meeting is being recorded for record keeping purposes.

**Minutes:** Chair asks for discussion, edits by the members? Hearing none, on a Motion to approve made by Judy Parks, seconded by James Muscato, the vote was 3-0-1.

**Correspondence:** Increased Formula Funding Award Letter was introduced.

**Executive Directors Report:**

Good afternoon Everyone. Since our last meeting we have been engaged in spring clean -ups everywhere, the usual work order workload and we continue to handle the high volume of unit turnovers. We have a number of capital projects going on and the planning for the new generator at the Group Home on Lydia Ford Road is moving along too.

Since April's meeting Rick Shaw and I have been working on the Budget and Worksheets and made minor revisions or adjustments, which will require action later on tonight. DHCD came out with new Management Guidelines, which modifies the formula for calculating management fees, etc. and also establishes a new format for the Agreements themselves. This will require action of the board tonight as well.

The other day the Board may recall there was a town election. Running unopposed for the 1 seat on this Board was Joshua (Josh) Smey. Josh is newly elected – and sworn and I'd like to welcome him and introduce him to the board. Josh is a lifelong resident of the town. He has nearly 20 years of construction experience and has chosen this time in his life to give back and contribute to the town and its residents. All welcomed Josh to the board and the Chair instructed the Director to acquaint Josh with the portfolio, what we do, ethics and

commissioner training, etc. The Director informed the Board that he has scheduled a day to do just that with Josh and he looks forward to it. That concludes my report.

**Finance:**

Budgets and the ED Salary Worksheets were discussed and an overview was provided. Program bottom lines are unchanged per Program. Certain line items have changed and are seen in the program budget line items, themselves. The overall Executive Director's salary has been reduced by approximately \$ 4,500.00. Factors causing the reduction were the number of programs we manage to 7, from 8 and the Halifax Management revenue portion was also reduced. The new management guidelines and percentage of contribution went from 40% of the management revenue to 30% of revenue, and as a result an approximate change of -\$4,500.00 was the net reduction.

**Old Business:**           None.

**New Business:**

**FY 2019 Capital Improvement Plan**, and the **Amendment to the Capital Improvement Work Plan for FY2020 and FY2021** were discussed separately and together as they are inter-related.

The Director informed the Board that the Plan was developed in recent months and included the participation of residents of both Kilcommons Drive and Mayflower Court, the (2) state elderly/disabled Ch. 667 developments. The Chair and members reviewed the Plan and noted the priority of the projects and discussed the formula funding behind the projects. Judy Parks asked if they can be modified and re-prioritized? Director stated yes. The new Plan extends the projects identified and the funding required from FY2018 through FY2023. With the new Amendment #6 and the additional funding of \$496,007.12, the revised total of funding for the plan has been increased to a new amount of \$1,780,071.12. The commissioners appreciate the plan, the increase and end the discussion. Chair ends discussion and states that motions would be in order:

**On a Motion to approve the FY 2019 Capital Improvement Plan (CIP)** and to authorize the Executive Director to submit the Plan to DHCD for approval made by Judy Parks, and seconded by James Muscato, all were in favor 4 – 0.

**On a Motion to approve the Amendment # 6 to the Capital Improvement Work Plan 5001**. The Amendment is in the amount of \$ 496,007.12 for the Formula Funding Awards for FY 2020 and FY 2021: This amendment will raise the total for this Plan to \$ 1,780,071.12 was made by Judith Parks and seconded by Josh Smey. All were in favor, 4-0.

**Halifax Management Agreement**

The Director presented a new management agreement for the Board's consideration. As we know the FY18 Budget Guidelines came out not too long ago and more recently Management Guidelines for managing agencies have been issued. They seem to be thin compared to the version we used 3-4 years ago when we entered into our agreement with Halifax, and the

Department cannot find their signed copy of our agreement. Nonetheless, we have been directed by DHCD to enter into and execute a new management agreement with Halifax. The new Agreements before you are in the new format, with a staffing plan attached and the fee is as noted. The Chair asks the Director to explain to Josh what managing another agency entail, what the benefits are for them and us, etc. The Chair asked about Halifax maintenance: Do they have a part timer? The Director states no, that we provide all maintenance services to Halifax, that the maintenance time spent is tracked and reimbursement is made to Pembroke. We average about 15 hours per week which equates to part time hours, however we provide immediate (business day) service and it's a great benefit to the Halifax residents. The alternative was for residents to wait until 4pm to 7pm for the old part-timer. Chair asks what programs we administer? Director stated Elderly/Disabled, Family and Section 8. The Chair asked if we can get a quarterly financial report and the Director informed the Board there is a line item on our Quarterly Reports, already. Chair asks if there are any more questions? Hearing none, a motion would be in order.

**On a Motion to approve the DHCD Management Services Agreement** between the Pembroke Housing Authority and the Halifax Housing Authority this 15<sup>th</sup> day of May, 2018 for a term through June 30, 2020 made by Judy Parks and seconded by James Muscato. All were in favor, 4 – 0.

### **Budget**

The Director provided an overview on all of the programs that comprise the authority, As discussed earlier in Finance, regarding the reduction in the number of programs managed, the lower percentage rate (share) of 30% of management revenue the Director salary has been reduced down to \$101,115.00. The Chair asks if there are any questions, stating that the Director salary is going down and apologized to him; hearing none, a motion would be in order:

**On a Motion to approve the FY 2018 Executive Director Salary Calculation Worksheet** in the amount of **\$101,115.00** by James Muscato, and seconded by Josh Smey, all were in favor, 4-0.

Discussed together were the re-vote of the unchanged Budgets for the 400-1, 689-C and MRVP Programs. Because the line item figures within the budgets changed, the totals for each Program have not. Nonetheless the changes within require a new vote for each.

Any other questions? Hearing no questions, motions would be in order:

**On a Motion to approve the Operating Budget for State Aided Housing of the Pembroke Housing Authority Program Number 400 – 1** for fiscal year ending 6/30/2018 showing total revenue of **\$ 715,500.00** and total expenses of **\$644,455.00** thereby requesting a subsidy of **\$10,000.00** be submitted to the Department of Housing and Community Development for its review and approval by James Muscato and seconded by Judy Parks: All were in favor, 4-0.

**On a Motion to approve the Operating Budget for State Aided Housing of the Pembroke Housing Authority Program Number 689 - C** for fiscal year ending 6/30/2018 showing total

revenue of \$ **51,180.00** and total expenses of \$ **45,503.00** thereby requesting a subsidy of \$ **0.00** be submitted to the Department of Housing and Community Development for its review and approval by James Muscato and seconded by Josh Smey: All were in favor, 4-0.

**On a Motion to approve the Operating Budget for State Aided Housing of the Pembroke Housing Authority Program Number MRVP** for fiscal year ending 6/30/2018 showing total revenue of \$ **3,360.00** and total expenses of \$ **3,622.00** thereby requesting a subsidy of \$ **0.00** be submitted to the Department of Housing and Community Development for its review and approval by James Muscato and seconded by Josh Smey: All were in favor, 4-0.

The Chair asks if there are any questions? Judy Parks inquired about the need for the \$10,000 subsidy? Director informed her of the one-time allocation to local housing authorities for IT upgrades. The Chair encourages all questions.

The Board discussed ongoing Commissioner Trainings that are available, that we will have instruction on the Conflict of Interest Law, Open Meeting Law at a future meeting and the Director was asked to please update the PHA Contractor/ Vendor List for June's meeting. The NAHRO conference at Seacrest in Falmouth is next week, and there is one in the fall as well. Additionally, there is a conference on Martha's Vineyard with Leo Dauwer's group in September for those interested in attending.

The Chair asks if there is any other questions, comments or business for the Board? Hearing none...

**On a motion to Adjourn** at 6:15 p.m. by Judy Parks and seconded by James Muscato: The vote was unanimous, 4 – 0. The Chair thanks all for a great meeting.

Respectfully Submitted by,

John P. McKeown