

PEMBROKE HOUSING AUTHORITY

Kilcommons Drive
Pembroke, MA 02359

NOTICE OF REGULAR MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the General Laws that a Special Meeting of the Pembroke Housing Authority will be held on **Tuesday December 12, 2017, at 5:30 p.m.** in the Community Building on Kilcommons Drive in the Town of Pembroke, Massachusetts.

Carolyn Crossley,
Chairperson

AGENDA

1. **Announcement.**
2. **Minutes.** November 14, 2017
3. **Correspondence.**
PHA Employee Organization Chart
Contractor Vendor List
4. **Executive Director's Report.**
5. **Finance.**
6. **Old Business.**
7. **New Business.**

Contractors/ Vendors List.

Review and Approve **PHA Organizational Chart.**

Review and Approve **Assistant Executive Director's Job Description.**

Approve Change Order No. 1 to the contract of **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at Macdonald Way.

Approve the Certificate of Completion – Consolidated for **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at Macdonald Way.

Approve the Final Payment to **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at Macdonald Way. The Final Application for Payment is in the amount of \$399.00

Approve the Certificate of Completion – Consolidated for **Continental Flooring Co.** for the Common Area Flooring Replacement at Macdonald Way.

Approve the Final Payment to **Continental Flooring Co.** for the Common Area Flooring Replacement at Macdonald Way. The Final Application for Payment is in the amount of \$2,301.50.

Adjourn.

Documents:
Minutes 11/14/17
PHA Emp. Org Chart
Contractor, Vendor List
Ass'tED JobDesc.

Pembroke_Dec_12_2017_Agenda

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