

**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 Meeting of the Pembroke Housing Authority will be held on **Tuesday January 16, 2018, 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
  - FY 2018 HUD Fair Market Rent Schedule
  - HUD PIH 2012-29 (Pass-Book Savings Rate)
  - HUD Public Housing Assessment System (PHAS) Score Report
  - PHA FY2018 2<sup>nd</sup> Quarterly Financials
  - DHCD PHN 2018-01,02
4. **Executive Director's Report.**
5. **Finance.** 2nd Quarter End, FY 2018 Financials, All Programs – and Compilation Report
6. **Old Business.**
7. **New Business.**

**Contractors/ Vendors List.**

Review and Approve **PHA Organizational Chart.**

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

**MassNAHRO Survey**

**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.

**Award and authorize the Executive Director to execute a Contract for the Rubbish Removal to Waste Management of Massachusetts, Inc.**

(An RFP was generated and the quotes were received on December 28, 2017. Waste Management was the lone proposer (See attached Quote Tabulation). The contract is for a three (3) year period, the monthly rubbish removal charge will be \$925.00).

**Award and authorize the Executive Director to execute a Contract for Electrical Services to Brite-Lite Electrical Co., Inc.**

(An RFP was generated and the quotes were received on December 28, 2017. Brite-Lite Electrical was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

**Award and authorize the Executive Director to execute a Contract for Plumbing Services to Mulky Plumbing and Heating, Inc.**

(An RFP was generated and the quotes were received on December 28, 2017. Mulky Plumbing and Heating was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

**Award and authorize the Executive Director to execute a Contract for Fire Alarm Testing and Monitoring to Flight Alarm Corp.**

(An RFP was generated and the quotes were received on December 28, 2017. Flight Alarm Corp. was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

**Award and authorize the Executive Director to execute a Contract for Supply and Installation of New Flooring to Carpets, Inc., dba Floors Express.**

(An RFP was generated and the quotes were received on December 28, 2017. Floors Express was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

Approve and adopt the **The Final FY 2018 Fair Market Rents for Boston-Cambridge-Quincy, MA Metro Area, for All Bedroom Sizes.**

**Reaffirm the current PHA Passbook Savings Rate** of .82 %.

**Approve Rockland Trust ACH Transaction Monitoring** access for HCV Coordinator, Kim Shactman. (Necessary for ACH returned rents to Section 8 landlords)

**Adjourn.**

**POSTED 1-11-18, 3:15 PM**

Documents:

Minutes 11/14/17  
PHA Emp. Org Chart  
Contractor, Vendor List  
FY2018 FMR's, HUD PIH 2012-29  
PHAS Report  
2<sup>nd</sup> QTR, FY18 Financials  
Contract Bid tabulations  
Ass'tED JobDesc.  
DHCD PHN 2018-01,02

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