

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

July 12, 2016 at 5:30PM

I. Announcements

A. Ms. Carolyn Crossley, Chair, stated the meeting will be tape recorded

II. Attendance

A. The following commissioners were present

Carolyn Crossley, Chair

Henry Daggett, Treasurer

James Muscato, Assistant Treasurer

JoAnna Letourneau, Member

B. The following commissioners were not present

Judith Parks, Member

C. Also present was

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used Minutes of the May 3, 2016 and June 7, 2016 regular meetings, June warrants, payroll and bills

III. Reorganization of the Board

A. On a motion made by Mr. Daggett and seconded by Mr. Muscato, Ms. Crossley was reappointed chair of the board. All in favor.

B. On a motion made by Mr. Daggett and seconded by Mr. Muscato, Mr. Muscato was appointed vice chairman of the board. All in favor.

C. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, Mr. Daggett was reappointed treasurer of the board. All in favor.

D. On a motion made by Mr. Muscato and seconded by Mr. Daggett, Ms. Letourneau was appointed vice treasurer of the board. All in favor.

IV. Minutes

A. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, the regular meeting minutes of **May 3, 2016** and **June 7, 2016** were approved. All in favor.

V. Executive Director's Report

A. Mr. McKeown reported that capital projects have been fully procured or finished – if not finished they are well underway.

B. There have been 6-8 recent unit turnovers.

C. An abutter (last name Lavery) of Kilcommons Drive approached the executive director regarding a piece of his property that was acquired by easement prescribed and taken by eminent domain or fee simple, approximately 40 years ago, by the Pembroke Housing Authority (PHA) for drainage purposes. The abutter has asked that the Pembroke Housing Authority begin to maintain the area since it is overgrown and the overgrowth is encroaching on another part of his property. The executive director will do some research to determine if it is PHA's responsibility to maintain the landscaping of the easement and report back to the board.

D. DHCD was on-site last month. Most of the time was spent conducting inspections of units. Other time was spent reviewing accounts payable/receivable, timecards (especially with regard to the management of the Halifax Housing Authority) and the work order system.

E. There was discussion about the maintenance workers keeping a PHA vehicle overnight when they are on call. There is currently not a policy that gives them authority to do this, so the board would like them to be reminded that this is not permitted. There was also discussion about the executive director having overnight access to a PHA vehicle during inclement weather. The board was reminded of a previous vote that was taken to give this authority to the executive director. The executive director will find the vote to provide the exact language for review by the board.

F. Veterans Affairs Supportive Housing (VASH) is doing an offering for up to 150 vouchers. The executive director will be submitting an application for vouchers.

VI. Old Business

A. Personnel Policy – discussion regarding the need for updating the policy, as certain language within it has become obsolete. The executive director will distribute a copy to each member for review and comment. In future meetings, the policy will be reviewed, page-by-page, and necessary updates will be voted on by the board.

VII. New Business

A. On a motion made by Mr. Daggett and seconded by Mr. Muscato, **Resolution 16-23** to Mass Pavement Reclamation, Inc., Kilcommons site improvements, **Project # 231 050** in the amount of \$8,000.00. All in favor.

B. Designated Housing Plan needs to be updated every two years and is going to expire in January 2017. The executive director will be sure to update it and submit it 60 days prior to the expiration date to allow sufficient time for approval.

C. There was discussion about changing the board's meeting day to the second, rather the first, Tuesday of every month. This will be tabled until the next regular meeting, which will be held on August 9, 2016 at 5:30PM.

VIII. Finance

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the **June 2016** warrant, payroll and bills. All in favor.

IX. Adjournment

A. On a motion made by Mr. Haggett and seconded by Mr. Muscato, the meeting adjourned at 6:37PM.

Respectfully submitted,

John P. McKeown, Executive Director

Pembroke Housing Authority