

**TOWN OF PEMBROKE  
MASSACHUSETTS**

**HOUSING AUTHORITY  
MEETING MINUTES**

**January 24, 2017 at 5:30PM  
(meeting began at 5:38PM when a quorum was reached)**

I. Announcements

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

II. Attendance

A. The following commissioners were present

Carolyn Crossley, Chair

James Muscato, Vice Chair

Judith Parks, Member

B. The following commissioners were not present

Henry Daggett, Treasurer

JoAnna Letourneau, Vice Treasurer

C. Also present were

John McKeown, Executive Director

Documents used                      Minutes of the December 13, 2016 regular meeting, Draft personnel policy, quarter ending statements, rent collection policy

III. Minutes

A. On a motion made by Mr. Muscato and seconded by Ms. Parks, the regular meeting minutes of **December 13, 2016** were approved. All in favor.

IV. Executive Director's Report

Been a very busy month, since the last meeting. We procured the new truck. It's running well and came in handy the very next day when the first substantial snow fell. We've been busy closing out on the administrative side – dozens of projects: 36 in all.

DHCD came out with their capital benchmarks for 2016.

Capital spending rating had “no findings” and is in fact, superb. Our percentage of net formula funding available, disbursed during the 3 year period was 126%. That's better than an A+ job. It's worth noting that there were 14 major projects completed in that period. The required capital improvement plan, CIP 2016 was submitted on time and had “no findings”.

In the last 30 days we have leased up 3 units and will be turning over another 7 or 8 – in the next 30 days. I met with Vinfen, the tenant at 490 Center Street and DMH representatives. We will be preparing a new lease with a very modest rent increase. Final numbers to be nailed down over the next week or so with DMH.

Last week Guyder Hurley was here. They were here to do the annual audit of Pembroke, and the Agreed Upon Principles (AUP) for Halifax, while here. It was 3 or 4 hours before they were due to begin work that I was informed that they would also be doing the Pembroke AUP, too. So

basically, we had 3 concurrent audits performed last week. It was a very busy week in the office and all went well. At the conclusion of the meeting I sat with Russell Knapp and he provided me with an overview and asked a few questions. The first of which was: “\$ 294,000.00. How are you doing it?” Our reserves are extraordinary and he’s never seen such a strong financial position. I explained to him that our approach to routine and non-routine maintenance, our ability to do preventive and other small capital projects in house as well as having good controls on overtime spending and other miscellaneous areas are the reasons. Our rental revenue was up, energy costs were down, additional administrative revenue for all the projects we do is a big contributor and the management program and its approach all adds up. He was impressed. He asked about Travel expenses increasing and I responded telling him I have been using my own car, had some longer distance training sessions, housing authority events, etc. ... He commented that we should probably have a vehicle.

We have a few topics on the agenda tonight: personnel policy, quarter ending financials, rent collection policy and the renewal of the MacDonald Way federal designated housing plan.

Lastly, I am handing out the December 2016 accountant’s compilation report. Not only does it provide the month of December, but if we go to the last page it provides us with the snapshot of the first 6 months of the fiscal year. The bottom line is we’ve increased the net reserves nearly \$100,000 thus far.

No action is required on this report.

## VI. Old Business

### A. Personnel Policy – changes discussed as follows

1. Page 1, section 3 – remove the word “unlawful”
2. Number 4 – remove the word “employee”
3. Section 2, A & B – change “professional consultants” to “agents”
4. Section I – part-time employee overtime – change to read “time off is not counted as time worked”
5. General discussion about carryover of unused vacation time – the board decided to keep the policy as is.
6. FMLA language to be added to new FMLA section
7. Appendix 1 – update assistant executive director listing to read “Assistant Executive Director, full-time, unfilled at this time” and “Section 8 Coordinator” will be listed directly underneath
8. Appendix 2 – update the org chart to separate the assistant executive director and section 8 coordinator

## VII. New Business

- A. A motion made by Mr. Muscato and seconded by Ms. Parks to approve the quarter ending 12/31/2016 financial statements for the 689-C program was accepted. All in favor.
- B. A motion made by Ms. Parks and seconded by Mr. Muscato to approve the quarter ending 12/31/2016 financial statements for the 400-1 program was accepted. All in favor.
- C. A motion made by Mr. Muscato and seconded by Ms. Parks to approve the Pembroke Housing Authority’s rent collection policy was accepted. All in favor.
- D. A motion made by Mr. Muscato and seconded by Ms. Parks to authorize and approve the director’s request of HUD for the renewal of the Designated Housing Plan was accepted. All in favor.

E. There was general discussion regarding the purchase of a sedan for use by the director. The director was instructed to research vehicles for purchase.

VIII. Adjournment

A. On a motion made by Ms. Parks and seconded by Mr. Muscato, the meeting adjourned at 6:39PM.

Respectfully submitted,

John P. McKeown, Executive Director  
Pembroke Housing Authority