

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**March 7, 2017 at 5:30PM
(meeting began at 5:38PM)**

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

Rachel Michael, Recording Secretary

Documents used

Minutes of the January 24, 2017 regular meeting, final draft personnel policy, January and February 2017 financials

III. Minutes

A. On a motion made by Mr. Muscato and seconded by Ms. Parks, the regular meeting minutes of **January 24, 2017** were approved. All in favor.

IV. Executive Director's Report

We've been very busy with turnovers in our state public housing. By the end of this month, we would have turned over 24 units in 12 months. That coupled with the day-to-day maintenance work, snow and ice, and managing another housing authority, the guys in the field have done a great job, and so has Karen on the administrative side.

We have a number of capital projects getting ready to kick off in the coming weeks. These include security lighting, increased parking and new roofs at Mayflower Court. Here, at Kilcommons, we are beginning the design work for the new radio (transmitting) fire alarm. And at MacDonald Way, we will be redoing the lobbies and stairwells in all of the buildings.

I will be doing a workshop with Mass Housing later this month. Topics are fair housing, 40B monitoring and lotteries. This will be very useful as we extend our reach here, in Pembroke, and the opportunities for additional revenue.

Today I met with Robert Muollo from DHCD. He is in asset management and a redevelopment specialist. He is steeped in planning, CDBG, CPA and more. He will be very helpful to us in the future.

No action is required on this report.

V. Finance

A. January 2017 and February 2017 financial reports presented to the board – no action is required

VI. Old Business

A. Personnel policy, sections 1-7 and appendices

On a motion made by Ms. Parks and seconded by Mr. Muscato, the draft personnel policy was accepted as written and adopted as a final version. All in favor.

VII. New Business

A. The chair explained that after researching, on behalf of a Pembroke resident, for a list of affordable housing in the town, she realized that there is a need for a functional list of all. Further, she believes the Pembroke Housing Authority could maintain such a list which would include units for sale.

On a motion made by Mr. Muscato and seconded by Ms. Parks, authority was granted to the director to research the matter further and report back to the board on his findings. All in favor.

There was continued discussion about keeping a working list of the affordable housing inventory and how it would relate to a housing authority plan. The chair informed the board that the town currently has a plan, but it has not been approved by the state. She asked the director to review it and report back to the board with his findings, including any necessary updates.

B. Commissioner training

The director provided a handout with information for continuing education for housing authority commissioner. The chair asked the members to inform the director if they would like to attend any of the workshops that are being offered.

VIII. Adjournment

A. On a motion made by Ms. Parks and seconded by Mr. Muscato, the meeting adjourned at 5:59PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority