

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**July 11, 2017 at 5:30PM
(meeting began at 5:36PM)**

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

JoAnna Letourneau, Vice Treasurer

Judith Parks, Member

B. The following commissioners were not present

Henry Daggett, Treasurer

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used

Draft minutes of the June 13, 2017 regular meeting, certificate of final completion for DeMelo Construction Services, Inc., HUD 2017 capital funds and form 500-77CR, 3 vehicle spec sheets

III. Minutes

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato to amend the minutes to include Ms. Letourneau's request to include the discussion of the Halifax management contract on the July 11 agenda AND to accept and approve the meeting minutes, as amended, of June 13, 2017. All in favor.

IV. Executive Director's Report

Since the Last meeting the Sidewalk Project has been awarded.

The lowest responsible Bidder was Cassidy Corp. out of Woburn, MA. The contract sum is \$ 37,687.00. On tonight's Agenda will be the close out steps for the Door Replacement Project at MacDonald Way, along with the request to release Final Payment to DeMelo Construction in the amount of \$ 3,835.68. We have a couple more turn-overs in the State Public Housing program (2 residents passed away). And I was just contacted this week by HUD to schedule our REAC Inspection for MacDonald Way in September.

V. Finance

A. No financial reports to share at this time

VI. Old Business

A. No old business to discuss

VII. New Business

A. A motion made by Ms. Letourneau and seconded by Mr. Muscato to approve the certificate of final completion for DeMelo Construction Services, Inc. for the door replacement project at MacDonald Way, and to authorize the chair to sign. All in favor.

B. A motion made by Ms. Letourneau and seconded by Mr. Muscato to approve the final payment to DeMelo Construction Services, Inc. for the door replacement project at MacDonald Way. All in favor.

C. A motion made by Mr. Muscato and seconded by Ms. Letourneau to accept the award of HUD 2017 capital funds and authorize the chair to sign the civil rights certification form 500-77CR. All in favor.

D. The executive director presented 3 spec sheets which included examples of new vehicle options for purchase. After doing some research, he believes the price range for a new vehicle that would be appropriate for the job would cost between \$32,000.00 and \$42,000.00. There was discussion about add-ons such as a navigation system and leather interior being unnecessary, etc. and the executive director was asked look at the state bid booklet, for a list of vehicles, option choices before the next meeting to view what is available. In the end, the executive director was told to price up a vehicle around \$ 30,000.00 and bring it to the next meeting.

E. The executive director informed the members that he plans to advertise the Crown Victoria for sale in the “for sale” section of the classified ads, for less than \$100, and that it will be advertised on the town website and the housing authority website. Ms. Letourneau stated that it was decided during the last meeting to put post it for sale on the town website and the housing authority website, and to park it at Mayflower Court with a “for sale” sign on it, and put it out to bid. After discussion, it was decided to post it for sale on Pembroke Connect by July 15, park it at Mayflower Court on July 12 – within the zoning bylaws – with a “for sale” sign to include a price of \$1,000.00.

F. Upon request by Ms. Letourneau, the executive director presented documentation detailing expenditures for the Halifax management program. It was shown that there is a base \$30,000.00 management fee with maintenance fees which are collected in addition to the management fee. (For example, in FY16, the \$30,000.00 management fee was collected and there were 671 hours paid by Halifax to Pembroke with \$17,000.00 received.) There was discussion about the risk of the maintenance staff being pulled in too many different directions. The executive director stated he believes the staff is handling the workload well. Ms. Letourneau asked for a copy of the contract.

VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the meeting adjourned at 6:26PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority