

**TOWN OF PEMBROKE  
MASSACHUSETTS  
HOUSING AUTHORITY  
MEETING MINUTES**

**April 10, 2018 at 5:30 PM**

**Attendance.**

A. The following commissioners were present

Carolyn Crossley, Chair

Judith Parks, Member

James Muscato, Vice Chair

JoAnna Letourneau, Vice Treasurer

B. The following commissioners were not present

Henry Daggett, Treasurer

C. Also present:

John McKeown, Executive Director

**I.     **Announcement:**** Ms. Carolyn Crossley, Chair, calls the meeting to order and: states the meeting is being recorded for record keeping purposes.

**II.    **Minutes:**** Chair asks for discussion, edits by the members? Hearing none, on a Motion to approve made by Jim Muscato, seconded by Judy Parks, the vote was 3-0-1.

**III.   **Correspondence:****           None.

**Executive Directors Report:**

Since our last meeting in February, and with no meeting in March, I can report the following: We continue to experience a high number of unit turnovers. In the last year we have averaged 3 units per month and it continues. So far, we have two more this month and we are only a third of the way in. It is unusually high but a reality nonetheless. The Chair opines that the turn-over is likely due to initial lease up 35 years ago and residents are aging out, dying, etc.. We experienced 4 major snow storms over a three-week period causing a lot of damage across all developments. Aside from the snow and ice works, we had downed trees, extended periods of power outages and more to deal with than usual – and of course Work Orders, Capital Projects and as I said a moment ago – Unit Turnovers. We submitted our Budget to the state and along with many other authorities, we are awaiting its approval. There a couple of items on the agenda tonight, and this concludes my report.

**V.     **Finance:****

While no action is required, the board accepted the 3<sup>rd</sup> Quarter Financial Reports as developed by Milne, Shaw & Robillard and further; accepted the monthly compilation report. Next, the board acted upon the previously discussed and reviewed executive director salary calculation worksheet. The Chair asked if there were any questions and there were none. On a motion to approve the **FY 2018 Executive Director Salary Calculation Worksheet** in the amount of \$ **105,715.00** by James Muscato; and seconded by Judy Parks, the vote was 3-0-1 abstention.

**VI. Old Business:** None.

**VII. New Business:**

A discussion regarding the generator project for Lydia Ford Road continued from the previous meeting. The MacRitchie Engineering design and administration contract in the amount of \$19,928.00. Chair advises the board that she discussed the state's requirement to use the House Doctor program for specifications and plans with Quincy Housing's Modernization person for a second opinion and is in full agreement with the Director's opinion. Any questions? Hearing none:

A motion to approve the MacRitchie Engineering design and administration contract for the **Standby Generator Project** at Lydia Ford Rd. in the amount of **\$13,960.00** was made by Joanna Letourneau and seconded by James Muscato; the motion carried 4 – 0.

Next, the Board discussed the **Water Shut-Off Valve Project** for Kilcommons Drive. The purpose of which is so that we don't need to shut down the entire development for repairs and we can isolate situations as necessary. Chair asks the job estimate for this project. Judy Parks suggests a not to exceed amount for the awarding of the contract. The Chair asks if there is a motion:

A motion was made by James Muscato to authorize the Executive Director and Chief Procurement Officer to award the contract to the lowest, responsible bidder **not to exceed \$ 40,000.00** for the **Water Shut-off Valve Project, Fish # 231-064**. The motion was seconded by Judy Parks. All were in favor, 4 – 0.

The Director reminded the Board that we may need to make further adjustments to the budget for the May meeting, and maybe even later in the month as well, but definitely before June 1. The Chair asks if there are any more additional items or business? Hearing none;

**Adjourn.**

A motion to adjourn at 5:55 p.m. was made by Judy Parks, seconded by JoAnna Letourneau and was unanimous, 4 – 0. The Chair thanks all for a wonderful board meeting.

Respectfully Submitted by,  
John P. McKeown

