

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

June 12, 2018 at 5:30 PM

Attendance.

- A. The following commissioners were present
Carolyn Crossley, Chair
James Muscato, Vice Chair
Joshua Smey, Member
- B. The following commissioners were not present
Henry Daggett, Treasurer
Judith Parks, Member
- C. Also present:
John McKeown, Executive Director

Announcement.

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

Board Re-Organization.

The Chair asks that members put forth nomination(s) for **Chairman:**
Josh Smey nominated Carolyn Crossley and hearing no others; Jim Muscato seconded the nomination; All were in favor, 3-0.

The Chair asks that members put forth nomination(s) for **Vice Chairman:**
Josh Smey nominated Jim Muscato and hearing no others; Carolyn Crossley seconded the nomination; All were in favor, 3-0.

The Chair asks that members put forth nomination(s) for **Treasurer:**
Josh Smey nominated Judy Parks and hearing no others; Jim Muscato seconded the nomination; All were in favor, 3-0.

The Chair asks that members put forth nomination(s) for **Vice Treasurer:**
Jim Muscato nominated Carolyn Crossley and hearing no others; Carolyn Crossley seconded the nomination; All were in favor, 3-0.

Minutes.

Chair asks for discussion, edits by the members? Hearing none, on a Motion to approve made by Josh Smey, and seconded by James Muscato, the vote was 3-0.

Correspondence.

Town of Pembroke, CPC (Community Preservation Committee) funding award letter was introduced. The additional funding in the amount of \$ 55,000.00 is for the new Fire Alarm Project at the Kilcommons Drive development. The board expressed their gratitude.

Executive Directors Report.

Good afternoon. Maintenance has been out straight on work orders and getting the grounds in shape. We are currently working on 8 unit turnovers: 6 state elderly, 1 family and 1 federal elderly unit.

We will be finishing the Kilcommons Dr. Water Shut Off's Project, tomorrow.

The final design is nearing completion for the Generator Project at our Group Home on Lydia Ford Rd.

The Director informed the Board that we are still awaiting our Budget Approvals from the state. the Finance Dept. assured me recently that it is in the queue.

Regarding our Federal Public Housing, we have the HUD 5 Year Action Plan and the ACC (Annual Contribution Contract) to act on tonight. Action will also be required on the Fire Alarm Project I spoke of under correspondence, too.

Concluding our agenda are a Heavy Item and Major Appliance discussion and under the Personnel policy will be vehicle usage by the Director. This concludes the Director's report.

Finance. None.

Old Business. None.

New Business.

The Director presented the HUD 5 Year Action Plan covering 2018, 2019, 2020, 2021 and 2022 and Chair asked if there were any questions? Hearing none, the Chair asked for a motion?

On a **Motion to Approve** the HUD 5 Year Action Plan, as presented by Josh Smey, and seconded by Jim Muscato: All were in favor, 3-0.

Next, The Director presented the Annual Contributions Contract (ACC) and the Capital Fund Annual Statement and reports by Modernization Coordinator Ric Mahoney. The Chair asked if there were any questions from the board? Hearing none, the Chair asked for a motion?

On a **Motion to Approve** the ACC Amendment and the CFP Annual Statement, as presented by Jim Muscato, and seconded by Josh Smey; All were in favor.

Earlier in the Directors Report a reference was made to the Fire Alarm Project. Our Electrical Design Engineer required a Civil Engineer for one aspect of the job and in good faith he caused the work to be done and as a requirement a change order requires a vote of the Board. The

director presented the change order for Symmes, Maini & McKee Associates in the amount of \$2,500.00. The Chair asks if there are any questions? Hearing none, a motion is in order:

A Motion to Approve the Amendment to the Contract of John Murphy Electrical Construction & Engineering, Inc. for the design and contract administration for the Fire Alarm Upgrades at Kilcommons Drive. The amendment is for additional civil engineering design by Symmes, Maini & McKee Associates in the amount of \$2,500.00

The Director next explained the state and federal standard lease requirements, specifically the Major Appliances and Heavy Items [as seen in section (P) on the state aided public housing lease]. A discussion was had regarding the prohibition of resident/tenants from bringing in any heavy items such as water beds, and appliances like washers, dryers, dish-washers, freezers, etc. and that it should be adopted as PHA Policy. Next, the Chair asked if there are any other questions or further debate? Hearing none, a motion is in order:

On a Motion to Approve a Major Appliance and Heavy Item Policy that precludes residents from the installation and operation of such heavy items and major appliances including but not limited to: washers, dryers, dishwashers, freezers, waterbeds, etc. by Jim Muscato and seconded by Josh Smey, all were in favor, 3-0.

Under our current Personnel Policy, *vehicle usage* the Board discussed the Executive Director's use of an employer provided vehicle. The Director explained the inefficiencies of driving into the administrative offices to retrieve a vehicle only to back track to the developments already driven past, including the Halifax offices and units when there is typically required work to be done at the beginning of all days and again, at day's end when they are all driven by on return trips. In addition, as the point of contact for all emergencies 24/7/365 days a year, the need to conduct meetings on/off site, delivering packets, board meetings, seeking signatures and meeting contractors during off business hours and weekends being available and responsive especially off hours is a necessity – and required. The Board collectively agreed. The Chair acknowledges the same and stated that the Quincy Director does as do other Executive Directors. Jim Muscato agrees and adds that the vehicle is not for personal use, going on vacations, etc. That stopping along the way or doing errands in-route is allowed and the chair stated getting coffee, lunch, dinner, etc. is too.

On a Motion to Approve and authorize the Executive Director use of an employer provided vehicle for travel to and from work in the performance of his duties, not personal use; and incidental travel going to and from is allowed by the PHA and is allowed as *de minimis* personal use by IRS regulation and; the Housing Authority requires the Executive Director to have the vehicle available to him at all times in order to respond to all ordinary, extraordinary and urgent matters in the performance of his duties. Motion by Josh Smey, and seconded by Jim Muscato: All were in favor, 3-0.

Regular Meeting dates were discussed. The Board considered moving the Regular Meeting from the 2nd Tuesday of every month to the 3rd Tuesday. The Director will discuss feasibility with the absent commissioner(s).

The Board decided that No Meeting will be held in the month of July, due to vacations, etc. That only if one is needed for emergency or unforeseen circumstances will they convene. The August meeting will be on the 14th, the 2nd Tuesday of the month. The September meeting may be conducted on the 3rd Tuesday, September 18th at 5:30 pm.

The Chair asks if there are any other questions, comments or business for the Board tonight?
Hearing none...

On a motion to Adjourn at 6:01 p.m. by Josh Smey and seconded by James Muscato: The vote was unanimous, 3 – 0. The Chair thanks everyone for a great meeting.

Respectfully Submitted by,

John P. McKeown