

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

June 7, 2016 at 5:30PM

I. Announcements

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

II. Attendance

A. The following commissioners were present

Carolyn Crossley, Chair

James Muscato, Assistant Treasurer

JoAnna Letourneau, Member

Judith Parks, Member

B. The following commissioners were not present

Henry Daggett, Treasurer

C. Also present was

John McKeown, Executive Director

Documents used Minutes of the April 12, 2016 regular meeting, April/May financials and May warrants, payroll, bills.

III. Minutes

A. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, the regular meeting minutes of **April 12, 2016** were approved. All in favor.

IV. Executive Director's Report

A. Mr. McKeown reported that nearly all of the recertifications at Mayflower Court and the family homes are complete. Kilcommons was completed in April.

B. The annual audit was completed recently and the Pembroke Housing Authority (PHA) scored "very high" on it. A new Agreed Upon Procedures (AUP) was applied to the PHA and a high score was achieved on that, as well. Also continue to rate as a high performer with HUD.

C. A facilities management specialist was assigned to the PHA and met with the executive director and Rick Mahoney. He will return with a housing management specialist to review the work order system, perform random inspection of units, and accounts payables and receivables.

D. The new fiscal year budget will be prepared for presentation to the board, as the current fiscal year will come to a close on June 30. Rick Shaw will be in the office, in August, to complete his fiscal review of the PHA.

V. Finance

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the April and May financials were approved. All in favor.

B. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the May warrant, payroll, and bills were approved. All in favor.

VI. Old Business

A. Personnel Policy – discussion regarding the need for updating the policy, as certain language within it has become obsolete. Mr. McKeown will distribute a copy to each member for review and comment. In future meetings, the policy will be reviewed, page-by-page, and necessary updates will be voted on by the board.

B. Duxbury Housing Authority - looking for a deeper financial analysis on staffing and administrative support with added programs. Mr. McKeown is in receipt of the worksheets, but there is still no finalized management agreement. There was mention of a letter that was sent by the state regarding the agreement. Ms. Letourneau asked the chair to forward a copy of the letter to each member of the board.

VII. New Business

A. On a motion made by Mr. Muscato and seconded by Ms. Parks, **Resolution 16–15** to approve and adopt the capital improvement plan for FY 2017 through FY 2021. All in favor.

B. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16–16** to approve and adopt the **2016 Utility Allowance Schedule** as prepared by Old Colony Planning Council. All in favor.

C. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16–17** to rescind the previously awarded contract with **City Wide Mass Painting, Inc.** for the **community building roof replacement at Kilcommons Drive**, Fish No. 231-056. All in favor.

D. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16–18** to award and authorize the Director to execute a contract for the **community building roof replacement at Kilcommons Drive**, Fish No. 231-056 to **WPI Construction, Inc.** in the amount of \$ 16,700.00. The source of funds is DHCD FY16 formula funding. All in favor.

E. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16–19** to approve and authorize the Director to execute **Change Order No.1** to the contract of **Demelo Construction Services Corp.** for the **exterior door and frame replacement at MacDonald Way**. Change Order No. 1 will result in an increase of \$11,713.57 to the contract price, and a time extension of 209 calendar days. All in favor.

F. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16–20** to approve the **Lead Paint Certification of Compliance**. All in favor.

G. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16–21** to defer consideration of the contract for administering of the **HUD MA070 – Duxbury HCV/Section 8** program to the next regular meeting. All in favor.

H. On a motion made by Mr. Muscato and seconded by Ms. Parks, **Resolution 16–22** to appoint John McKeown as **chief procurement officer** for the Pembroke Housing Authority. All in favor.

VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the meeting adjourned at 6:48PM.

Respectfully submitted,

John P. McKeown, Executive Director

Pembroke Housing Authority

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