

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**January 5, 2016 at 5:00PM
(Meeting began at 5:11 PM, when quorum was reached)**

1. Ms. Carolyn Crossley, Chair, stated the meeting will be tape recorded.
2. The following commissioners were present:

Carolyn Crossley, Chair
James Muscato, Assistant Treasurer
William Harmon, Member
Greg Hanley, Member (arrival at 5:17PM)

Not present:

Henry Daggett, Treasurer

Also present were:

John McKeown, Executive Director
Rachel Michael, Interim Recording Secretary

Documents used: Minutes of the December 8, 2015 meeting, December financials,
December 1-31 warrants, Paychex payroll report.

3. On a motion made by Mr. Harmon and seconded by Mr. Muscato, the regular meeting minutes of **December 8, 2015** were approved. All in favor.
4. Executive Director's Report.

Mr. McKeown reported that the snow removal equipment is being prepared for usage in anticipation of wintery weather. Mentioned the passing of one of the Housing residents. Doing well on rent rolls – revenues are up.

5. On a motion made by Mr. Muscato and seconded by Mr. Harmon, the warrant, payroll and bills for **December 2015** were approved. All in favor.

6. Old Business

a. Mr. McKeown informed the Board that in response to residents' concerns addressed at the December 8, 2015 meeting, regarding parking in the restricted area at MacDonald Way. Additional signage and cones were installed. There was also mention of a suspected broken spotlight, but it was found to be a streetlight which was repaired, but it is not working again.

b. Pembroke Housing Authority has a new management program (Elderly 667, 705 single-family units; Group home program 689; Section 8 is the voucher program). Associated with the management of Halifax, the new program is called "management" and the fees it generates are used for ordinary business and administration. There has also been discussion between Mr. McKeown and the Duxbury Housing Authority regarding further collaboration.

7. New Business

a. A motion made by Mr. Harmon and seconded by Mr. Muscato, **Resolution 16-01** to approve and accept the final FY2016 Massachusetts Fair Market Metropolitan Rent Summary, as issued by HUD. All in favor.

b. A motion made by Mr. Muscato and seconded by Mr. Harmon, **Resolution 16-02** to approve and accept the Certificate of Substantial Completion for the Kilcommons roadway project (Project No. 231-050). All in favor.

c. A motion made by Mr. Harmon and seconded by Mr. Muscato, **Resolution 16-03** to approve and accept the Certificate of Final Completion for the Kilcommons roadway project (Project No. 231-050). All in favor.

d. Mr. Hanley requested a change of the monthly meeting time from 5:00PM to 5:30PM. Request approved.

8. Adjournment

On a motion made by Mr. Hanley and seconded by Mr. Muscato, the meeting adjourned at 5:21PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority