

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

***Special joint meeting of the Pembroke Housing Authority and the Duxbury Housing Authority**

**April 26, 2016 at 6:30PM
(Meeting began at 6:40PM)**

1. Mr. John McKeown, Executive Director, stated the meeting was dually posted by the Pembroke Housing Authority and the Duxbury Housing Authority and informed the attendees that the meeting would be recorded.

2. The following commissioners were present

Carolyn Crossley, Chair
James Muscato, Vice Chair
Greg Hanley, Member
William Harmon, Member

Not present

Henry Daggett, Treasurer

Also present were

John McKeown, Executive Director
Rachel Michael, Interim Recording Secretary
Michelle Gill, Attendee

Michael Thorp, Chairman, Duxbury Housing Authority
Paul McCormack, Vice Chairman, Duxbury Housing Authority
James Borghesani, Governor's Appointee & DHA Rep to CPC, Duxbury Housing Authority
Pauline Flynn, Member, Duxbury Housing Authority
Stephen McCarthy, Sr., Member, Duxbury Housing Authority

Documents used Pembroke Housing Authority/Duxbury Housing Authority Management Agreement and Work-Plan Addendum.

3. New Business

A. The executive director gave a description, including hypothetical project examples, of services that will be provided to the Duxbury Housing Authority following ratification of the Management Agreement and the Work-Plan Addendum. Mr. Thorp asked what would move the Work Plan Addendum from a draft form. The executive director explained the ways he will implement the plan with actions including contacting facilities management at the Department of Housing and Community Development (DHCD) to arrange a joint on-site inspection of Duxbury Housing to highlight the areas that need attention and funding. Mr. Thorp then asked if the Agreement is a DHCD document. The executive director stated that the Management Agreement is a standardized DHCD document. Mr. Thorp noted that the Agreement will expire after one year and asked what will happen when the year has elapsed. The executive director explained that the Agreement is renewable at the end of the year term and could be extended for five years, if so desired. Mr. Thorp asked what support staff is available to the Duxbury Housing Authority via the Pembroke Housing Authority. The executive director informed the Board that there is an assistant executive director and will be an executive coordinator in the office to assist with the management. Mr. McCormack asked how long it will take to process the Agreement. The executive director gave an overview of the procedure for filing and executing the plan, but said the timeframe is not fully predictable due to varying processing timeframes at the DHCD. There being no further discussion,

A motion was made by Mr. Hanley and seconded by Mr. Thorp, **Resolution 16-13** to approve and enter into a mutually beneficial Management Agreement between the Duxbury Housing Authority and the Pembroke Housing Authority wherein: the Pembroke Housing Authority will manage the day-to-day activities and administer all DHA programs as required, and fully defined in said Management Agreement, inclusive of the attached Work-Plan Draft. Roll call tally 9-0, all in favor. UNANIMOUS.

4. Adjournment

On a motion made by Mr. Hanley and seconded by Mr. Borghesani, the meeting adjourned at 6:57PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority