

PEMBROKE HOUSING AUTHORITY
Regular Meeting Minutes
July 14, 2015
5:00 P.M.

1. Carolyn Crossley stated the meeting will be tape recorded.

2. **Commissioners present:**

Carolyn Crossley	Chairwoman
James Muscato	Assistant Treasurer
William Harmon	Member

Absent:

Henry Daggett	Treasurer
Greg Hanley	Member

Also Present:

John McKeown	Executive Director
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Documents Used: Capital Improvement Plan (CIP)
Lead Paint Law Compliance Notification Form
Certificate of Final Completion, Fish # 231037
Change Order, Fish # 231035, \$ 5,286.00

3. **Executive Director's Report.**

Director reported that there has been a lot going on lately. Paving at Kilcommons continues. Binder course installed throughout and berm and curbing is going in now. Top coat and lines will follow. We have been working on the CIP. Occupancy is where it should be.

4. **Warrant, Bills: June 1 -30, 2015.**

On a motion made by Jim Muscato and seconded by Bill Harmon, the warrant and bills for the Month of June, 2015 were approved. All in favor, 3-0.

5. **Old Business:** New Appointments were recognized, Greg Hanley and Bill Harmon.

6. **New Business:** The CIP, Lead Paint Certificate, Certificate of Final Completion for Roof Project, Change Order for Intercomm Project will be taken up. For the record, Greg Hanley had a previously scheduled engagement and could not make this Special Meeting.

Resolution 15 - 13: The CIP was introduced and reviewed by the Board. It is our best projection for Capital Improvement needs, in order of priority for the next 5 years.

Motion to Approve the Capital Improvement Plan (CIP) through Fiscal Year 2020, and authorize the Chair to execute any/all forms relative, thereto" was made by Jim Muscato, seconded by Bill Harmon. All in favor, 3-0.

Resolution 15 – 14: A Motion by Jim Muscato to Approve the Federal and State Lead Paint Law Compliance Notifications, and authorize the Chair to execute any/all forms relative, thereto was made. Seconded by Bill Harmon. All in favor, 3-0.

Resolution 15 – 15: The completion of all the new roof tops at Kilcommons was discussed. No questions asked. **Motion to Approve Resolution 15-15, the Certificate of Final Completion for the Roof Replacement Project, Fish # 231037 and to Authorize Final Payment to Contractor, and authorize the Chair to execute any/all forms relative, thereto. Was made by Jim Muscato and seconded by Bill Harmon. All in favor, 3-0.**

Resolution 15 – 16: A Motion was made by Jim Muscato to approve the change Order for Systems Contracting, Inc., Fish # 231035 in the amount of \$ 5,286.00 and to further authorize the Chair to take any other action relative, thereto. Motion was seconded by Bill Harmon. All in favor, 3-0.

7. **Adjournment.**

On a motion made by Jim Muscato, and seconded by Bill Harmon the meeting of July 14, 2015 was adjourned at 5:30 p.m. All in favor, 3-0.

Respectfully Submitted,

John McKeown,
Executive Director