

PEMBROKE HOUSING AUTHORITY
Regular Meeting Minutes
October 13, 2015
5:00 P.M.

1. The meeting was called to order at 5:19pm. Carolyn Crossley stated the meeting will be tape recorded.

2. The following Commissioners were present:

Carolyn Crossley	Chairwoman
Henry Daggett	Treasurer
Bill Harmon	Member

Absent:

James Muscato	Assistant Treasurer
Greg Hanley	Vice Chairman

Also Present were:

John McKeown	Executive Director
JoAnna Letourneau	Program Coordinator
Rick Shaw	Fee Accountant

Documents Used: Warrants, Bills, Financials, CFA Amendment, CSC Electric Panel, Nan McKay Ch. 14-16, Smoke Free Policy, Addendum

3. Executive Director's Report.

John explained that Kilcommons will have 2 vacancies at the end of September but will be turned over quickly. There are multiple projects going on now. The intercom project is complete and the electrical panel project is almost complete. Paving has been at a standstill until the board votes on a change order tonight. A door replacement project is on the agenda tonight for Macdonald Way. Mayflower is fully leased. New signage for each development will be done in the next 30 days. We have wrapped up fiscal year 2015 and begun 2016. We entered into another year contract with the account, Rick Shaw. He is here tonight to go over the new fiscal year budget.

4. On a motion made by Bill Harmon and seconded by Hank Daggett, the **Warrant and Bills** were approved. All in favor.

5. On a motion made by Bill Harmon and seconded by Hank Daggett, the **Minutes of July 14, 2015** were approved. All in favor.

6. Old Business

John reports that all the old business is the same as the new business.

7. New Business. Rick Shaw. **Milne, Shaw & Robillard, P.C.**

Rick Shaw explained that he has been the accountant here for 25 years and introduces himself to the new board members. He explains that he represents 70 housing authorities both large and small. He explains that the budget guidelines came out early this year so that is why he is here earlier than in past years. Usually, they don't come out until November or December. Financially speaking, Pembroke is in the top 5% of performing housing authorities in the state. Pembroke operates at a surplus because we are a retained revenue housing authority, which means we work with a realistic budget with actual numbers. We generate an extra \$80k each year which means we can increase our spending from the \$357k the state allows to \$404k. This number isn't much different than previous years. The state is giving us an extra \$4,200 this year because they are requiring all housing authorities to have an audit or "agreed upon procedures". They will cover the cost for the first year but after that it is our responsibility to pay for it. He explains that the salary schedules went up only 2½% however there were some big changes in the staffing her will go over. He points out that the reserve at the end of the year is \$258k but it was really \$298k. He explains that if you have too much money in reserves DHCD will tell you what to do with it. What he suggests and what we have done in the past is restrict chunks of \$40k to put aside for roofs in the future. This way when we need to do them we will have the money. Currently we have \$80k and he recommends restricting another \$40k to make it \$120k. One of the more important things he does is reserve management; he makes sure you don't have too much or too little. He explains that the state came out with a brand new E.D. salary schedule. When John started last year his salary was \$58k. With the new schedules he received a significant (25-30%) increase. DHCD allows the rest of the staff a 3% increase. John put in a little extra for Lynne because she is now managing the Section 8 program for two other authorities. We are generating an extra \$50k worth of revenue every year with these contracts. This money is discretionary and the state cannot tell us what to do with it. He explains that we do have a new administrative position here but that is only because JoAnna cut her hours from 35 to 21 each week. We have a new staff member to assist with JoAnna's work that works the remaining 14 hours. So we aren't adding any net hours for this case. He does point out that we could add additional staff to help with managing the other authorities. He states that John is currently doing the rent rolls and paying the bills at Halifax and he should not be. He should just be managing staff to do this. Rick explains that it is a tiny H.A., so not much help is needed, but there is room in the budget to add a 20-30 hour a week position if need be. Maintenance gets a raise every April 1st through labor and industry. There is money allocated in the budget for a new truck if we need it, if we don't then we can wait until next year. Lydia Ford and Center Street are our two group homes. In the last few years we had to drop some money into Lydia Ford because it needed it. This brought the reserve down to -\$20k, it is now down to -\$8k, and next year hopefully this will be at 0. The last state program is our MRVP program (7 units), this has \$4,700 in reserves but most H.A.'s don't have any reserves for this program. The federal program has 49 units and the reserve last year ended with \$143k. The Section 8 program has 83 vouchers for Pembroke, 49 for Holliston and 14 for Halifax. The reserve for Pembroke is \$15K. The last page of the budget is for the management programs. The first 6-8 months we have charged very minimal expenses there; this was done intentionally to start us off with a cushion. We will now have a separate set of books and financial statement every month for each management program of \$25,500. At the end of this year we should have about \$60k in reserves for the management programs. In summary he points out that Pembroke is in a good spot and have nothing to worry about. We have been lucky to have had great E.D.'s in the past to leave John in a good spot.

- a. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 16: Approval of the Financial Reports for July 2015, August 2015 as prepared by Milne, Shaw & Robillard, P.C.** was approved. All in favor.
- b. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 17: Accept and Certify Quarter Ending 6/30/2015 and Year-Ending 6/30/2015, Operating Statements for MRVP** was approved. All in favor.
- c. On a motion made by Bill Harmon and seconded by Hank Daggett, **Resolution 15 – 18: Accept and Certify Quarter Ending 6/30/2015 and Year-Ending 6/30/2015, Operating Statements for 689-C** was approved. All in favor.
- d. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 19: Accept and Certify Quarter Ending 6/30/2015 and Year-Ending 6/30/2015, Operating Statements for 440-1** was approved. All in favor.
- e. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 21: Approval of the Fiscal Year 2016, Operating Budget for MRVP Program** was approved. All in favor.
- f. On a motion made by Bill Harmon and seconded by Hank Daggett, **Resolution 15 – 22: Approval of the Fiscal Year 2016, Operating Budget for 689-C Program** was approved. All in favor.
- g. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 23: Approval of the Fiscal Year 2016, Operating Budget for 440-1 Program** was approved. All in favor.
- h. On a motion made by Bill Harmon and seconded by Hank Daggett, **Resolution 15 – 24: Approval of the Fiscal Year 2016, Operating Budget for Section 8 Program** was approved. All in favor.
- i. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 25: Approval of the Fiscal Year 2016, Operating Budget for PHA's Management Program** was approved. All in favor.
- j. John explained that 3 bids were required and we went with the lowest. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 26: Award the Contract for Exterior Door and Frame Replacement at MacDonald Way to DeMelo Construction Services, Corp.** in the amount of **\$65,000.00** was approved. All in favor.
- k. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 27: Approval of the Final Payment of \$ 12,136.00 and Certificate of Completion for the Intercom Systems Project at Kilcommons Drive and Mayflower Court** was approved. All in favor.

- l. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 28**: Approval of **Project No. 231- 050, Kilcommons Roadway Change Order No. 1 for \$ 21,985.00** was approved. All in favor.
- m. Johns explains that we rely upon Old Colony Planning Council for the energy guidelines. On a motion made by Bill Harmon and seconded by Hank Daggett, **Resolution 15 – 29**: Adoption of the **2015 Utility Allowance Schedule for Section 8 Housing** was approved. All in favor.
- n. John explained that we have had the CD with Rockland federal for 2 years and it still has the highest yield out of the 5 banks he looked at. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 30**: Extend the **Rockland Federal Credit Union 2 Year Certificate of Deposit through 2017** was approved. All in favor.
- o. On a motion made by Bill Harmon and seconded by Hank Daggett, **Resolution 15 – 31**: Approval and adoption of **Chapters 9, 10, 11, 12** of the **Nan McKay Section 8 Administration Plan** was approved. All in favor.
- p. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 32**: Authorize the Director to make any/all requests for additional Grants from the **Community Preservation Committee** for the benefit of the Housing Authority and/or its nominee's was approved. All in favor.
- q. John explained that the change order was due to some minor wiring issues on the main panel. On a motion made by Hank Daggett and seconded by Bill Harmon, **Resolution 15 – 33**: Approval of **Project 231 – 054 Electric Panel Project** at Kilcommons **Change Order no. 1** for **\$ 1,018.59** was approved. All in favor.

8. Adjournment

On a motion made by Hank Daggett and seconded by Bill Harmon, the meeting of September 8, 2015 was adjourned at 5:30 p.m.

Respectfully Submitted,

John McKeown
Executive Director