

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**August 9, 2016 at 5:30PM
(meeting began at 5:36PM)**

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, Vice Chair

JoAnna Letourneau, Vice Treasurer

Judith Parks, Member

B. The following commissioners were not present

Henry Daggett, Treasurer

C. Also present was

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used Minutes of the July 12, 2016 regular meeting, July warrants, payroll and bills

III. Minutes

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

IV. Executive Director's Report

A. There have been 5 recent unit turnovers and an additional 3-4 are expected within the next two weeks.

B. On August 5, there was a water emergency situation at Kilcommons Drive. Repairs required emergency shut off and it was revealed that the gate boxes are either not mapped, buried or non-existent. Final repairs were completed today and now development of a comprehensive plan for establishing gate box locations is underway.

C. On August 8, an increase from DHCD of approximately \$182,000 in a fifth amendment to the Pembroke Housing Authority's (PHA) capital improvement work plan was received. It will be an item on the board's agenda for next month's meeting and will require a vote and signatures of the board members.

D. The executive director was able to obtain the title work for the property discussed at the last meeting (abutter to Kilcommons Drive, Mr. Lavery) and DHCD came out to evaluate the situation. It was agreed that the best course of action would be to perform some maintenance

on the applicable land area and do some camera work in the drainage pipes to be sure they are not becoming damaged by roots or other invasive growth, but to also execute an agreement that clearly indicates the PHA is not responsible for maintenance of the area in the future (unless damage is discovered during the camera work). This information was brought back to DHCD and a decision from the finance director there is impending.

V. Finance

A. A motion made by Ms. Letourneau and seconded by Mr. Muscato, the **July 2016** warrant, payroll and bills was accepted and approved. All in favor.

VI. Old Business

A. Personnel Policy – the executive director distributed a copy to each member for review. In future meetings, the policy will be reviewed, page-by-page, and necessary updates will be voted on by the board.

VII. New Business

A. A motion made by Mr. Muscato and seconded by Ms. Letourneau, **Resolution 16-24** to accept and certify quarter ending 6/30/2016 financial statements for MRVP, 689-C and 400-1 programs was approved. All in favor.

B. A motion made by Mr. Muscato and seconded by Ms. Parks, **Resolution 16-25** to accept and certify year-ending 6/30/2016 financial statements for MRVP, 689-C and 400-1 programs was approved. All in favor.

C. A motion made by Ms. Letourneau and seconded by Mr. Muscato, **Resolution 16-26** to approve and authorize new signatories and sign new signature cards for Rockland Trust Company Administration and Section 8 accounts was accepted. All in favor

D. There was discussion about changing the board's meeting day to the second, rather than the first, Tuesday of every month. All members agreed to the change. The next meeting will be held on Tuesday, September 13 at 5:30PM.

VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Ms. Parks, the meeting adjourned at 6:40PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority