

PEMBROKE HOUSING AUTHORITY

Kilcommons Drive
Pembroke, MA 02359

MINUTES

September 20, 2016

A Special Meeting of the Pembroke Housing Authority on **Tuesday, September 20, 2016, 5:30 P.M.** at Kilcommons Drive in the Town of Pembroke was called to order at approximately 5:35 p.m by Carolyn Crossley, Chairperson. Members present: Carolyn Crossley, James Muscato and JoAnna LeTourneau. Absent Members were Judith Parks and Henry Daggett. Also present was John McKeown, Executive Director.

Announcement was given by the Chair, that the Meeting is being recorded.

Approval of the Minutes for August 9, 2016. Motion to approve by JoAnna LeTourneau, seconded by James Muscato. All in favor, 3-0.

Executive Director's Report "We are currently fully leased as of September 1st. The one caveat being that a week ago, a fire broke out in Building 1, Unit 11. The fire engulfed the kitchen, was contained and limited to that room, inside one wall and up into the ceiling and through the vents. I immediately notified DHCD, the Insurance Company and began the administrative process to repair the unit. I hope to get the unit back on line in 30 days. We have the August warrants, Payrolls, Bills and the August Financial Report to approve tonight.

At our last meeting we voted to approve the year-end financial statements for all Programs. We received nearly \$ 18,000 in reimbursement money for an emergency heating project that we paid for, not expecting any reimbursement. As a result, we needed to revise the financial statement to reflect the additional revenue we've received – as we are required to.

In working with our HUD Boston rep on a number of different projects, she has urged us to have the section 8 coordinator, responsible for running the HAP Payments to do both the manual "Check" runs as well as the Direct-Deposit to landlord payments too. On the agenda tonight is a request to authorize our coordinator to be a direct-deposit administrator for the section 8 account.

HUD has issued its FINAL FY2017 Fair Market Rents. We will be adopting these as our new Payment standards.

HUD annually estimates FMRs for about 500 metropolitan areas and more than 2,000 non-metropolitan county FMR areas across the nation. These numbers are used for determining rent ceilings, HAP amounts to landlords, etc.. We are required by law to adopt these, annually.

As discussed in our August Meeting, DHCD has expanded our funding to the Capital Improvement Work Plan by more than \$ 182,000 with a new amended award of nearly \$ 1.3M. This is all very good news at a time when all funding has been flat or under the minimum, necessary levels.

Lastly, DHCD came out and did an onsite visit to Mayflower Court. We were asked if we could accelerate the roofing Project there, and beat the snow and winter? I believe we can. John Giubilo, DHCD Architect has requested that Ric Mahoney provide the Design and Contract

Administration Proposal aspects of this Project, to fast-track it. I have that on the agenda too. All in all we continue to do great things here, daily and we are in very good shape.”

Finance August Warrants, Payrolls, Bills and the August 2016 Financials were reviewed and discussed. JoAnna LeTourneau inquired about the Personnel Policy, the Annual Clothing Allowance and the vendor *Banana's*. Director informed the Board that the Administrative Office purchases the clothing rather than Maintenance, directly. JoAnna LeTourneau confirmed that the Maintenance Staff does not get both. The Board asks that we carry the topic of Personnel Policy on the agenda, going forward until we go through any and all revisions. Motion to approve the financials, warrants, payrolls and bills was made by James Muscato and seconded by JoAnna LeTourneau, all were in favor, 3-0.

Old Business Director reminds the Board that while we hold to our 3 and 5 year capital and modernization plans, we still face and address projects as they arise: i.e., fires, emergency boilers, etc. and create new projects as may be necessary. JoAnna LeTourneau inquires about DHCD review report, have we heard and the Director informs the Board that we have not. The Director will inquire with Housing Management. JoAnna LeTourneau asks about Halifax maintenance work and asks if we bill Halifax for that work and the Director informs her that yes, we do and those costs are booked, and payment received. That in addition to the management fee, the PHA receives maintenance reimbursement. In the last FY that figure was roughly \$15,000.00.

New Business

Resolution 16 – 27: A motion to rescind previous approval of Quarter Ending 6/30/2016 Financial Statements for MRVP, 689-C and 400-1 Programs and; Year-Ending 6/30/2016 Financial Statements for MRVP, 689-C and 400-1 Programs was made by James Muscato and seconded by JoAnna LeTourneau. All were in favor, 3-0.

Resolution 16 – 28: A motion to accept and Certify the revised Quarter Ending 6/30/2016 Financial Statements for MRVP, 689-C and 400-1 Programs was made by JoAnna Letourneau and seconded by James Muscato. All were in favor, 3-0.

Resolution 16 – 29: A motion to accept and Certify revised Year-Ending 6/30/2016 Financial Statements for MRVP, 689-C and 400-1 Programs was made by James Muscato and seconded by JoAnna LeTourneau. All were in favor, 3-0.

Resolution 16 – 30: A motion to authorize additional users on the Rockland Trust accounts as Direct-Deposit Administrators to include Lynne Levesque, Section 8 and MRVP Coordinator was made by JoAnna Letourneau and seconded by James Muscato. All were in favor, 3-0.

Resolution 16 – 31: A motion to approve and adopt the HUD Final FY 2017 Fair Market Rents (FMR), as the new PHA Payment Standards was made by JoAnna Letourneau and seconded by James Muscato. All were in favor, 3-0.

Resolution 16 – 32: A motion to approve Amendment # 5 to Capital Improvement Work Plan 5001 in the amount of \$ 182,451.00, increasing the original award of \$1,101,613.00 to a new amended award of \$1,284,064.00 and; extending the contract dates of service from June 30, 2018 to June 30, 2019 and; authorize the Chair to execute the amended contract and take any other action thereto was made by James Muscato and seconded by JoAnna LeTourneau. All were in favor, 3-0.

Resolution 16 – 33: A motion to accept the Design and Contract Administration Proposal

for the Roof and Gutter Replacement Project at 667-1, Mayflower Court in the amount of \$ 4,950.00 was made by JoAnna Letourneau and seconded by James Muscato. All were in favor, 3-0.

JoAnna LeTourneau asks about the signatories for Rockland Trust. Director informs the Board that a couple additional signatures were needed by Commissioner Muscato. That upon submittal to the bank, and their approval, the new signature cards will go into effect.

On a motion to Adjourn by James Muscato and seconded by JoAnna Letourneau, and with all in favor (3-0), the meeting adjourned.

Respectfully Submitted,

John P. McKeown,
Executive Director