

**TOWN OF PEMBROKE  
MASSACHUSETTS**

**HOUSING AUTHORITY  
MEETING MINUTES**

**October 17, 2016 at 5:30PM**

**(meeting began at 5:53PM when a quorum of members was present)**

**I. Announcements**

A. Ms. Carolyn Crossley, Chair, stated the meeting will be recorded

**II. Attendance**

A. The following commissioners were present

Carolyn Crossley, Chair

JoAnna Letourneau, Vice Treasurer

Judith Parks, Member

B. The following commissioners were not present

James Muscato, Vice Chair

Henry Daggett, Treasurer

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used                      Minutes of the September 20, 2016 regular meeting, September warrants, payroll and bills, July and September 2016 financials, quarterly report, CFC, ACP, NP. bylaws, commissioner training, Emergency Case Plan

**III. Minutes**

A. On a motion made by Ms. Parks and seconded by Ms. Letourneau, the regular meeting minutes of **September 20, 2016** were approved. All in favor.

**IV. Executive Director's Report**

A. For the first three months of the fiscal year, there is approximately \$52,000.00 in reserve and \$120,000.00 in restricted reserves. The management program now has more than \$58,000.00 in reserve.

B. Ongoing development of a comprehensive plan for establishing gate box locations is underway in response to the water emergency that took place on August 5 at Kilcommons Drive.

C. Rick Shaw will attend the next meeting to present the budget that he has been working on with the executive director.

**V. Finance**

A. A motion made by Ms. Letourneau and seconded by Ms. Parks, the **September 2016** warrants, payroll and bills and the **July and September 2016** financials were accepted and approved. All in favor.

## VI. Old Business

A. Personnel Policy – discussion is postponed until November meeting. It is anticipated that sections 1-3 will be discussed at that time.

## VII. New Business

A. A motion made by Ms. Parks and seconded by Ms. Letourneau, **Resolution 16-34** to accept and certify quarter ending 9/30/2016 financial statements for MRVP, 689-C and 400-1 programs was approved. All in favor.

B. A motion made by Ms. Letourneau and seconded by Ms. Parks, **Resolution 16-35** to approve the certificate of final completion for Mass Pavement Reclamation, Inc. for the Kilcommons site improvements project, project no. 231-050 was approved. All in favor.

C. A motion made by Ms. Parks and seconded by Ms. Letourneau, **Resolution 16-36** to approve the application and certificate for payment to Mass Pavement Reclamation, Inc. in the amount of \$5,330.50 for the final retainage for the site improvements at Kilcommons Drive, project no. 231-050 was accepted. All in favor.

D. A motion made by Ms. Letourneau and seconded by Ms. Parks, **Resolution 16-37** to approve and adopt the DHCD model Emergency Case Plan and implement it as the Pembroke Emergency Case Plan was approved. All in favor.

E. A motion made by Ms. Letourneau and seconded by Ms. Parks, **Resolution 16-38** to authorize and approve the executive director as the Pembroke Housing Authority's administrator for online banking at the Rockland Trust Company was approved. All in favor.

D. The next meeting will be held on Tuesday, November 15 at 5:30PM.

## VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Ms. Parks, the meeting adjourned at 6:38PM.

Respectfully submitted,

John P. McKeown, Executive Director  
Pembroke Housing Authority