

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

April 11, 2017 at 5:30PM

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

James Muscato, Vice Chair

B. The following commissioners were not present

Henry Daggett, Treasurer

Judith Parks, Member

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used Minutes of the March 7, 2017 regular meeting, March 2017 financials,
Quarterly reports, MacDonald Way projects, GH report

III. Minutes

A. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, the regular meeting minutes of **March 7, 2017** were approved, as amended to include “ask the town if they would like the housing authority to update the plan” in New Business (A). All in favor.

IV. Executive Director’s Report

We just completed the 3rd quarter of the fiscal year and we are in terrific shape. The housing authority reserves are at excellent levels, pretty much across the board. Through 9 months the net reserve increase was \$ 97,000.00. There is now a total of \$ 120,000.00 restricted on the books. We will be recommending to the board an additional allotment be restricted, too. The management program has reserves of more than \$62,000.00.

As I mentioned last month we have turned over 30 state units plus another 4 or 5 at Halifax in just the last 12 months! We have wrapped up many capital projects and are beginning the last 6 or 8 more projects before the end of June.

On last Thursday, I went before the Community Preservation Committee and requested on behalf of the Authority two grants totaling \$ 115,000. \$15,000 for a new generator for MacDonald Way and up to \$100,000 for new roofing Projects also at MacDonald Way.

Also, on tonight’s Agenda are the Hinge Replacement Project and the Common Area Flooring Project at MacDonald Way. Discussion on Closing our 2, 3, and 4 Bedroom Waitlists and the approval of the Quarter Ending Reports as well.

At the end of discussion of # 6. New Business, the Director referenced the Guyder Hurley Report: notably there was a finding in the HCV Program Rent Calculation had discrepancies which “*resulted in minor variances*”: YTD income was used in 3 instances to calculate rent. There was one instance of missing third party verification of income and the Declaration of 214 Status forms were unsigned in 2 instances; and for eligible noncitizens family members.

V. Finance

A. March 2017 financial reports presented to the board – no action is required

VI. New Business

A. The director informed the members that he had attended a Pembroke Planning Board meeting at which a mixed-used development on Center Street being discussed. There was a screening/vegetated growth area between that development and that of the housing authority.

B. A motion made by Ms. Letourneau and seconded by Mr. Muscato, to award and authorize the contract officer to execute a contract for the **Apartment Door Hinge Replacement Project** at MacDonald Way to **P. Moore Painting and Contracting Co.** in the amount of \$ 7,984.00. All in favor.

C. A motion made by Mr. Muscato and seconded by Ms. Letourneau, to award and authorize the contract officer to execute a contract for the **Common Area Flooring Replacement Project** at MacDonald Way to **Continental Flooring Company** in the amount of \$ 46,030.00. The contract includes the base bid of \$ 28,830.00 and **Alternates No. 1 and No. 2** each in the amount of \$ 8,600.00. All in favor.

D. Authorize the Administrative Office of the PHA to close the **2 bedroom, 3 bedroom and 4 bedroom Waitlists** for State Public Housing. Tabled.

E. A motion made by Ms. Letourneau and seconded by Mr. Muscato, to accept and approve the **Quarter Ending 03/31/2017 Financial Statements** for the **689 – C Program**. All in favor.

F. A motion made by Ms. Letourneau and seconded by Mr. Muscato, to accept and approve the **Quarter Ending 03/31/2017 Financial Statements** for the **400 - 1 Program**. All in favor.

VII. Adjournment

A. On a motion made by Mr. Muscato and seconded by Ms. Letourneau, the meeting adjourned at 5:54PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority