

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

June 13, 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

James Muscato, Vice Chair

JoAnna Letourneau, Vice Treasurer

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 April 11, 2017 regular meeting, April and May 2017 financials, certificate for lead paint, change order, certificate for substantial competition, certificate for final completion, CIP
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III. Minutes

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the regular meeting minutes of **April 11, 2017** were approved, with the addition of the words “and will seek authorization from the town to update. All in favor.

IV. Executive Director’s Report

Recently had district hours with Cyber Sense. Updated the plan with development construction dates and costs. (Distributed the plan to the members.) The rate of turnovers has not decreased in the last six months – there has been approximately 30-40. Since the last meeting, there were 5 qualified bidders for the maintenance pickup truck and it was sold for \$2,501.00. There has been only one bid on the Crown Victoria in the amount of \$87.00. The executive director will continue to advertise the Crown Victoria for sale – minimum bid \$500.00, email the advertisement to the chair, park it at Mayflower Court with a for sale sign. The bucket truck will be junked.

V. Finance

A. April 2017 and May 2017 financial reports presented to the board – no action is required

VI. Old Business

A. Discussion regarding surplus vehicles in executive director’s report

VII. New Business

A. A motion made by Mr. Muscato and seconded by Ms. Letourneau to approve and sign the certificate of compliance with notification procedures for federal and state lead paint laws was

accepted. All in favor.

B. A motion made by Ms. Letourneau and seconded by Mr. Muscato to approve change order no. 1 to the contract of W.P.I. Construction, Inc. for the roof replacement project at Mayflower Court was accepted. The change order is a credit of \$5,000.00 for substituting GAF Timberline HD roof shingles in place of GAF Timberline ULTRA HD shingles. All in favor.

C. A motion made by Mr. Muscato and seconded by Ms. Letourneau to approve the certificate of substantial completion for WPI Construction, Inc. for the roof replacement project at Mayflower Court was accepted. All in favor.

D. A motion made by Ms. Letourneau and seconded by Mr. Muscato to approve the certificate of final completion for WPI Construction, Inc. for the roof replacement project at Mayflower Court was accepted. All in favor.

E. A motion made by Mr. Muscato and seconded by Ms. Letourneau to authorize the executive director as chief procurement officer to award the contract for the Kilcommons sidewalk construction project #231-063 to the lowest responsible bidder was accepted. All in favor.

F. A motion made by Mr. Muscato and seconded by Ms. Letourneau to approve the FY2018 capital improvement plan, as presented, was accepted. All in favor.

G. Executive Director will create a bid sheet to send to dealerships for the purchase of a new vehicle and present it to the members at the next scheduled meeting.

VIII. Adjournment

A. On a motion made by Ms. Letourneau and seconded by Mr. Muscato, the meeting adjourned at 6:18PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority