

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

August 8, 2017 at 5:47PM

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

Henry Daggett, Treasurer

James Muscato, Vice Chair

C. Also present:

John McKeown, Executive Director

Documents used Minutes of the July 11, 2017 regular meeting, June 2017 Financials, 4th Quarter, FYE Financials, DHCD Top 5 Compensation Form, FYE Lead Paint Certification Form, PHA Capital Fund 5 Year Action Plan, New vehicle Spec, Mass Municipal Depository Trust, Halifax Mgt. Agree - ment.

III. Correspondence.

Going forward all correspondence of import will be included on this line item such as from: DHCD, HUD, PHAS, REAC, Audits, SEMAP, etc. Ms. Letourneau inquired about the *Milne, Shaw & Robillard* monthly reports being in the packet...Director states because the month of June captures the 4th quarter and fiscal year ends as well, it was included.

IV. Minutes.

A. On a motion made by Ms. Letourneau and seconded by Ms. Parks, the regular meeting minutes of **July 11, 2017** were approved, 3-0.

V. Executive Director's Report.

First, I'd like to say that in my personal life, business opportunities present themselves as I am sure they do for each and every one of you. I recently considered - temporarily, consulting on my own personal time - for an agency in need. While I informed the chair about it, I went on to tell her that I was no longer considering it.

Moving along: We wrapped up the FYE and among the items on tonight's Agenda, we will act on the 4th Qtr. Financial Statements, which are the Year End Statements as well, the Quarterly Mod Report, the DHCD Top 5 Compensation Forms and Certifications, and the Lead Paint Certificate - again.

We had a great year adding another \$ 176, 000 to our Total Reserves. Doing this in a time when we've received less Federal aid, bought a new truck, completed many capital projects and turned-over dozens of units. We also have more than \$ 62,000 in our Management account which I will remind the Board is discretionary.

We received \$ 200.00 per state unit or about \$ 29,000 from DHCD, for non-routine or extraordinary maintenance this year and last week we received word that we will be receiving just over \$ 101,000, instead. So, while we booked the expenditures in June on projects like sidewalks here at Kilcommons and improvements at our Group Home at 490 Center Street, we will be making a Journal entry now zeroing that out with the new \$ 101,000. All in all, it is very good news and another great year completed. I'm looking forward to the new Budget Guidelines to come out and will be developing this year's budget as soon as they do. Hopefully for the next meeting.

Ric Mahoney and I met with the MacDonald Way Resident Modernization Committee to develop and approve our PHA Capital Fund Program 5 - year action plan, which is before the Board tonight.

I also reached out to attorneys Pat Grace and Jeff Driscoll for Open Meeting Law training. While Jeff Driscoll's fee is modest, Pat is free and this is actually part of her job as the State's Regional Attorney. Board agreed to invite and schedule Pat Grace for September 26, 2017 for a Special Meeting and to conduct our Regular meeting business on that date, too.

SEMAP has been performed and is ready for submittal to HUD. This is an actionable item for tonight as well.

We have a CD which just expired and my recommendation to the board is to transfer it to the Mass Municipal Depository Trust. The MMDT offers us participation in a diversified portfolio of high quality money market instruments that seek the highest return consistent with the preservation of capital and liquidity. While the portfolio assets are approximately \$ 10B, \$ 505MM of that is liquid within 1-30 days. So, if we ever need access...it is fully and readily available at no cost or penalty. They are essentially the same rate as Rockland Federal Credit Union and gives us full access without penalty and then we would only have to track one account.

I have put together the budget for the purchase of a new vehicle which can be found in the packet. It comes in right about the \$ 30,000 mark and when considering a couple of options and the delivery time for a vehicle – there is a practical decision to be made.

Lastly, the Board asked for a copy of the Halifax Management Agreement. While nothing is redacted we have a fiduciary obligation and responsibility to ourselves as the administrative body for the Pembroke Housing Authority and as a business partner with the Halifax Housing Authority – Not to disseminate the details of our relationship as it is a contract which they and we are bound to.

VI. Finance.

A. The month of June 2017 Compilation Reports – no action is required, and the New Business Articles for discussion and action were discussed.

VII. Old Business.

A. Notification of the sale of the Crown Victoria for \$ 1,000.00 to a 3rd party was given.

VIII. New Business.

On a motion by Ms. Letourneau to Accept and Certify the **4th Quarter Ending 6/30/2017 Financial Statements for MRVP, 689-C and 400 - 1 Programs**, and seconded by Ms. Parks:
All were in favor.

On a motion by Ms. Parks to Accept and Certify the **Year Ending 6/30/2017 Financial Statements for the MRVP Program**, and seconded by Ms. Letourneau:
All were in favor.

On a motion by Ms. Letourneau to Accept and Certify the **Year Ending 6/30/2017 Financial Statements for the 689-C Program**, and seconded by Ms. Parks:
All were in favor.

On a motion by Ms. Parks to Accept and Certify the **Year Ending 6/30/2017 Financial Statements for the 400-1 Programs**, and seconded by Ms. Letourneau:
All were in favor.

On a motion by Ms. Parks to Accept and Certify the **DHCD Fiscal Year-End Top 5 Compensation Form**, and seconded by Ms. Letourneau: All were in favor.

On a motion by Ms. Letourneau to Accept and Certify the **DHCD Fiscal Year-End Lead Paint Certification Form**, , and seconded by Ms. Parks: All were in favor.

On a motion by Ms. Letourneau to Accept and Approve the **PHA Capital Fund Program 5 Year Action Plan**, and to further authorize its submission to HUD, and seconded by Ms. Parks:
All were in favor.

On a motion by Ms. Letourneau to Approve and Authorize the **PHA submission of SEMAP to HUD**, and to further authorize the Chair to execute submission, and seconded by Ms. Parks:
All were in favor.

On a motion by Ms. Parks to Authorize the transfer of the expired **Rockland Federal Credit Union** CD (ending in # 7033) to, the **Massachusetts Municipal Depository Trust**, and seconded by Ms. Letourneau: All were in favor.

On a motion by Ms. Letourneau to Approve the purchase of a 2017 Ford Explorer in the amount of \$ 31,124.75 and seconded by Ms. Parks, all were in favor.
Ms. Letourneau asked that the new vehicle, along with the previously purchased, new truck both be lettered. She went on to say that the new vehicle is for Authority business only, not for overnight or personal use, not used for lunch or anything, just office use only.

IX. Adjournment.

A. On a motion made by Ms. Letourneau and seconded by Ms. Parks, the meeting adjourned at 6:55PM.

Respectfully Submitted,

John P. McKeown, Executive Director

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