

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

**February 16, 2016 at 5:30PM
(Meeting began at 5:47 PM, when quorum was reached)**

1. Ms. Carolyn Crossley, Chair, stated the meeting will be tape recorded.
2. The following commissioners were present

Carolyn Crossley, Chair
James Muscato, Assistant Treasurer
William Harmon, Member
Greg Hanley, Member

Not present

Henry Daggett, Treasurer

Also present were

John McKeown, Executive Director
Rachel Michael, Interim Recording Secretary

Documents used Minutes of the January 5, 2016 meeting, January financials, January warrants, Paychex payroll report.

3. On a motion made by Mr. Harmon and seconded by Mr. Hanley, the regular meeting minutes of **January 5, 2016** were approved. All in favor.

4. Executive Director's Report

Mr. McKeown reported that the snow removal equipment has been used without any problems. Halifax and Holliston management is going well. Doing well on rent rolls – receivables and revenues are up.

5. On a motion made by Mr. Hanley and seconded by Mr. Harmon, the warrant, payroll and bills for **January 1-31, 2016** were approved. All in favor.

6. On a motion made by Mr. Hanley and seconded by Mr. Muscato, the Accountant's Compilation Report for **January 2016** was approved. All in favor

7. Old Business

A. In response to a query from Mr. Hanley about the Management Program, Mr. McKeown recapped the details of the Holliston and Halifax Management Agreements. The Pembroke Housing Authority manages the Holliston Section 8 program. The administrative fee is split 50/50 with Holliston – there are no added costs to the Pembroke Housing Authority to administer the program and this revenue goes directly to the Management account, now. Pembroke Housing Authority also manages the Halifax Housing Authority and administers its Section 8, Elderly/Disabled and Family Programs and administrative functions and is paid a flat fee of approximately \$30,000.00. All of this Management revenue goes directly to our new Management account and the fees Management generates are used for the PHA's ordinary business and administration and in the sole discretion of this Authority. Discussions between Mr. McKeown and the Duxbury Housing Authority regarding further collaboration continue.

8. New Business

A. A motion made by Mr. Hanley and seconded by Mr. Muscato, to defer **Resolution 16-04** to authorize and execute new signatories for Pembroke Housing Authority's Pet Account. All in favor.

B. A motion made by Mr. Hanley and seconded by Mr. Muscato, **Resolution 16-05** to authorize the Executive Director to develop a proposed management agreement with the Duxbury Housing Authority outlining a scope of services by which the PHA can assist Duxbury in the most mutually-beneficial manner while adhering to a common purpose - to best serve those we house and care for. All in favor.

C. A motion made by Mr. Hanley and seconded by Mr. Harmon, **Resolution 16-06** to amend the Admin Plan's Local Preferences [24 CFR 982.207; HCV p.4-16], PHA Policy, 1. Preferences - as follows

1. Preferences

a. The Pembroke Housing Authority will offer a preference to any family that has been terminated from its HCV program due to insufficient funding.

b. The PHA shall give a preference to any Pembroke resident deemed homeless and or in an emergency condition.

c. The PHA shall give a preference to any resident who lives or works in the town of Pembroke and is a veteran or the surviving spouse of a veteran.

d. The PHA shall give a preference to any resident who lives or works in the town of Pembroke.

All in favor.

9. Adjournment

On a motion made by Mr. Harmon and seconded by Mr. Muscato, the meeting adjourned at 6:15PM.

Respectfully submitted,

John P. McKeown, Executive Director
Pembroke Housing Authority

