

**TOWN OF PEMBROKE  
MASSACHUSETTS**

**HOUSING AUTHORITY  
MEETING MINUTES**

**May 3, 2016 at 5:30PM**

**(Meeting began at 5:40PM when a quorum was present)**

**I. Announcements**

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

**II. Attendance:**

A. The following commissioners were present

Carolyn Crossley, Chair

James Muscato, Assistant Treasurer

Greg Hanley, Member

B. The following commissioners were not present

Henry Daggett, Treasurer

William Harmon, Member

C. Also present were

John McKeown, Executive Director

Rachel Michael, Recording Secretary

Documents used                      Minutes of the April 12, 2016 regular meeting, minutes of the April 26, 2016 special Pembroke/Duxbury joint meeting, April warrants, payroll and bills

**III. Minutes**

A. On a motion made by Mr. Hanley and seconded by Mr. Muscato, the regular meeting minutes of **April 12, 2016** were approved. All in favor.

B. On a motion made by Mr. Hanley and seconded by Mr. Muscato, the special joint meeting minutes of **April 26, 2016** were approved. All in favor.

**IV. Executive Director's Report**

A. Mr. McKeown reported that the department had a statewide offering for commissioner training in Franklin in the week prior. The chair mentioned she attended the training, which was focused on the Open Meeting Law, and she thought it was informative.

B. The executive director mentioned that the Pembroke Housing Authority continues to be in a great financial health, the units continue to be fully leased and the maintenance staff continues to perform outstanding work.

C. There was discussion about the terms of members expiring and the executive director's contract expiration in 2017. The executive director said that he would like to make a commitment to the board and would like the members to know that he would like to continue his service in his position beyond his term expiration. Mr. Hanley said he thought it would be in the board's best interest to extend the executive director's contract sooner rather than later. There was then

discussion about the expiration of the agreements the Pembroke Housing Authority has with other authorities and it was agreed that retaining Mr. McKeown as executive director will directly correlate to the desire of the other Authorities to extend their current management agreements as they become due to expire. Mr. Hanley highlighted the fact that the management agreements have been a result of Mr. McKeown's motivation and diligence coupled with the confidence in him expressed by the membership of the several housing authorities. The chair mentioned that she thought it would be wise to extend Mr. McKeown's contract promptly and prior to accepting new members to the board, as the current board is familiar with his performance and can best decide if he is worthy of a contract extension. Mr. Muscato asked the executive director when his current term is to expire; Mr. McKeown replied it will expire in June 2017. The chair asked if a member would like to make a motion with regard to the duration of the executive director's contract.

On a motion made by Mr. Hanley, and amended and seconded by Mr. Muscato, it was voted to extend the executive director's term of employment for 5 years from the date of expiration of his current contract. Amended to include - the executive director will receive a performance and salary review at the conclusion of the original term of June 2017. All in favor.

D. There was then some brief discussion about the potential for creating a non-profit to fund housing authority units for veterans since that population has a significant need that is not specifically addressed.

#### V. New Business

A. A motion made by Mr. Muscato and seconded by Mr. Hanley, **Resolution 16-14** to award and authorize the executive director to execute a contract for the community building roof replacement at Kilcommons Drive to Citywide Mass Painting, Inc. in the amount of \$13,000.00. The source of funds for this project is DHCD FY2016 formula funding. All in favor.

#### VI. Finance

A. On a motion made by Mr. Hanley and seconded by Mr. Muscato, the warrants, payroll, and bills for **April 2016** were approved. All in favor.

#### VII. Adjournment

A. On a motion made by Mr. Hanley and seconded by Mr. Muscato, the meeting adjourned at 6:11PM.

Respectfully submitted,

John P. McKeown, Executive Director  
Pembroke Housing Authority