

PEMBROKE HOUSING AUTHORITY

Kilcommons Drive
Pembroke, MA 02359

NOTICE OF REGULAR MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the General Laws that a Meeting of the Pembroke Housing Authority will be held on **Tuesday January 16, 2018, at 5:30 p.m.** in the Community Building on Kilcommons Drive in the Town of Pembroke, Massachusetts.

Carolyn Crossley,
Chairperson

AGENDA

1. Announcement.

2. Minutes. November 14, 2017.

3. Correspondence.

PHA Employee Organization Chart
Contractor Vendor List
FY 2018 HUD Fair Market Rent Schedule
HUD PIH 2012-29 (Pass-Book Savings Rate)
HUD Public Housing Assessment System (PHAS) Score Report
PHA FY2018 2nd Quarterly Financials
DHCD PHN 2018-01,02

4. Executive Director's Report.

5. Finance.

2nd Quarter End, FY 2018 Financials, All Programs – and Compilation Report

6. Old Business.

7. New Business.

Contractors/ Vendors List.

Review and Approve **PHA Organizational Chart.**

Review and Approve **Assistant Executive Director's Job Description.**

MassNAHRO Survey

Approve Change Order No. 1 to the contract of **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way.

Approve the Certificate of Completion – Consolidated for **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way.

Approve the Final Payment to **P. Moore Painting & Contracting Co.** for the Apartment Door Hinge Replacement at MacDonald Way. The Final Application for Payment is in the amount of \$399.00

Approve the Certificate of Completion – Consolidated for **Continental Flooring Co.** for the Common Area Flooring Replacement at MacDonald Way.

Approve the Final Payment to Continental Flooring Co. for the Common Area Flooring Replacement at MacDonald Way. The Final Application for Payment is in the amount of \$2,301.50.

Award and authorize the Executive Director to execute a Contract for the Rubbish Removal to Waste Management of Massachusetts, Inc.

(An RFP was generated and the quotes were received on December 28, 2017. Waste Management was the lone proposer (See attached Quote Tabulation). The contract is for a three (3) year period, the monthly rubbish removal charge will be \$925.00).

Award and authorize the Executive Director to execute a Contract for Electrical Services to Brite-Lite Electrical Co., Inc.

(An RFP was generated and the quotes were received on December 28, 2017. Brite-Lite Electrical was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

Award and authorize the Executive Director to execute a Contract for Plumbing Services to Mulky Plumbing and Heating, Inc.

(An RFP was generated and the quotes were received on December 28, 2017. Mulky Plumbing and Heating was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

Award and authorize the Executive Director to execute a Contract for Fire Alarm Testing and Monitoring to Flight Alarm Corp.

(An RFP was generated and the quotes were received on December 28, 2017. Flight Alarm Corp. was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

Award and authorize the Executive Director to execute a Contract for Supply and Installation of New Flooring to Carpets, Inc., dba Floors Express.

(An RFP was generated and the quotes were received on December 28, 2017. Floors Express was the low proposer (See attached Quote Tabulation). The contract is for a three (3) year period).

Approve and adopt the The Final FY 2018 Fair Market Rents for Boston-Cambridge-Quincy, MA Metro Area, for All Bedroom Sizes.

Reaffirm the current PHA Passbook Savings Rate of .82 %.

Approve Rockland Trust ACH Transaction Monitoring access for HCV Coordinator, Kim Shactman. (Necessary for ACH returned rents to Section 8 landlords)

Adjourn.

POSTED 1-11-18, 3:15 PM

Documents:

Minutes 11/14/17

PHA Emp. Org Chart

Contractor, Vendor List

FY2018 FMR's, HUD PIH 2012-29

PHAS Report

2nd QTR, FY18 Financials

Contrat Bid tabulations

Ass'tED JobDesc.

DHCD PHN 2018-01,02

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