

**TOWN OF PEMBROKE
MASSACHUSETTS
HOUSING AUTHORITY
MEETING MINUTES**

January 22, 2019 at 5:30 PM

Attendance.

- A. The following commissioners were present
Carolyn Crossley, Chair
James Muscato, Vice Chair
Judy Parks, Treasurer
- B. The following commissioners were not present
Henry Daggett, Treasurer
- C. Also present:
John McKeown, Executive Director and Thomas Berry.

Announcement.

Ms. Carolyn Crossley, Chair, calls the meeting to order and states the meeting is being recorded for record keeping purposes.

At the request of the Chair; The Director passed out the Schedule of Directors and Officers Insurance Coverages for members to review and to keep.

Minutes.

Motion to approve the October 2018 Meeting Minutes by Judy Parks; seconded by James Muscato, all were in favor, 3 – 0.

Executive Directors Report.

We recently had the accounting firm of Guyder Hurley in the office. They conducted the AUP (Agreed Upon Procedures) for the state, and also the federal Annual Audit. While I do not have the Reports for the board just yet, at the “Close-Out” meeting the firm heaped praise on the authority and stated they were quite impressed with the review.

We continue to experience a high number of turnovers. Primarily with the elderly and disabled units. Judy Parks inquired if the family units are as well? The Director stated that as a percentage they are very few, but we have had some family unit turnover as well.

The Budget is still under review with DHCD. In that is the assistant executive director position. We are waiting for the state’s decision on that before we can go any further with the advertising and filling of it.

Tom Berry is also here tonight as our first item under New Business. This concludes the director’s report.

Finance.

As required and is the practice, the director gives upon the board, the (2nd) quarter ending financial reports. On page 2, a consolidated snapshot of each program is provided. The 400-1 program is up \$ 43,000; the 689 is up to \$ 15,200; MRVP is even and the section 8 Program has a modest increase and the Management Program has a current reserve of about \$ 58,000. The overall FYE reserve last year was \$ 568,000 and is at \$ 621,000 through just 6 months. The board unanimously accepted the reports.

New Business.

Tom Berry is introduced to the Board. Tom and the director met on a few occasions prior to this evening. Tom states he is a long-time resident of the community. He resides at 16 Village Way and has 3 children, one of which has passed. He works at HT Berry, a family business. He has 21 years of commercial property experience and wants to be more involved with the community. He does a lot of charity work with *My Brother's Keeper* in South Easton, MA and wishes to give back to Pembroke. The Board welcomes Tom and each introduced themselves to Tom.

On a Motion by Judy Parks and seconded James Muscato to recommend Tom Berry to the Board of Selectmen for the joint appointment to fill the vacant seat previously held by Josh Smey: all were in favor, 3-0.

Board also considered moving the Board meetings from the 3rd Tuesday at 5:30 p.m. to 6:00 p.m. **On a Motion** to do so made by; Judy Parks and seconded by James Muscato. All were in favor 3-0. The meetings are so moved unanimously.

On a Motion to award and authorize the Executive Director to execute a contract with **BLM Engineers, Inc.** for the **Design and Contract Administration for the Heating Renovations at MacDonald Way**. Contract amount of \$11,940.00 made by; James Muscato and seconded by Judy Parks, all were in favor 3-0.

On a Motion authorizing the Director and Fee Accountant to write off any balances, deemed unrecoverable, up to \$ 1,000 in tenant accounts receivable made by; Judy Parks and seconded by James Muscato, all were in favor 3-0.

Next, the Board and the Director discussed the previously approved 5- year contract "extension" and the state's requirement to now have a stand-alone vote for a 5-year contract in the state's newest E.D. Contract format.

On a Motion to approve and authorize the Chairman and the Executive Director to execute a new 5-year contract between the Director and the Pembroke Housing Authority for a term from **January 22, 2019** through **January 22, 2024**: Motion by Judy Parks and seconded by James Muscato: All in favor 3-0.

All discussed the Town's Affordable Inventory List. Judy Parks encourages our involvement with creating an Affordable Housing plan, committee and it should rest with the Housing Authority.

On a Motion to Adjourn at 6:45 p.m. by Judy Parks and seconded by James Muscato: The vote was unanimous, 3 – 0. The Chair thanks everyone for a great meeting.

Respectfully Submitted by,

John P. McKeown

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