

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

October 16, 2018 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 Richard Shaw, Fee Accountant MSR

Announcement.

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

Finance.

Chair recognizes Rick Shaw, Fee Accountant from the firm *Milne Shaw & Robillard (MSR)* and he proceeded with the presentation of the FY2019 Budget(s). PHA operates at a surplus and does not rely on any subsidy. The first part of the presentation dealt with the Summary of Non-Routine line item changes for the 400-1 Program. Also discussed was the Operating Reserves and the Restricted Reserves. Recommendation is to restrict an additional \$50,000.00. Next, the Schedule of all Positions and Salaries was covered. The ED Salary is at max and will not increase and Labor & Industries set the rates for the Maintenance Staff. All are at same pay grade. The Budget includes \$ 32,000 for the Assistant ED position and the part time federal program coordinator and the part time bookkeeper have been combined to one (1) position, resulting in a lower rate of pay. The 689 – C Program was discussed next. Finally, we have recouped the capital outlays from many years ago and are now projecting a reserve for this program. The Federal 91-1 Program was discussed next. While we do not have HUD's final numbers in, it too is in good shape. The Section 8 Program was discussed. There has been a slight increase from HUD and the Program functions quite well with a reserve, too. The Management Program was covered next. The Operating Reserve is at \$ 64,683 and doing very well.

On a MOTION to approve the Operating Budget for State-Aided Housing of the Pembroke Housing Authority, **Program Number 400 – 1** for fiscal year ending 6/30/2019 showing total revenue of \$ **739,000** and total expenses of \$ **700,336** thereby requesting a subsidy of \$ **0** be

submitted to the Department of Housing and Community Development for its review and approval by James Muscato, and seconded by Judy Parks: All were in favor, 3-0.

On a MOTION to approve the Operating Budget for State-Aided Housing of the Pembroke Housing Authority, **Program Number 689 - C** for fiscal year ending 6/30/2019 showing total revenue of \$ **51,684** and total expenses of \$ **46,009** thereby requesting a subsidy of \$ **0** be submitted to the Department of Housing and Community Development for its review and approval by James Muscato, and seconded by Judy Parks: All were in favor, 3-0.

On a MOTION to approve the Operating Budget for State-Aided Housing of the Pembroke Housing Authority, **Program MRVP** for fiscal year ending 6/30/2019 showing total revenue of \$ **3,360** and total expenses of \$ **3,127** thereby requesting a subsidy of \$ **0** be submitted to the Department of Housing and Community Development for its review and approval by James Muscato, and seconded by Judy Parks: All were in favor, 3-0.

Minutes.

Chair asks for discussion and asks if there are any edits? Hearing none, on a Motion to approve the August 2018 Minutes made by Judy Parks, and seconded by James Muscato, the vote was 3-0.

Correspondence.

None.

Executive Directors Report.

We are still experiencing continued high-rate of turnovers both here and at Halifax. The men and contractors continue to get the work done, on time. The Valve Shut-Off Project here at Kilcommons has long been concluded. Tonight, we will take appropriate action on the Certificates of Substantial Completion, Final Completion and the Release of Final Payment. The Generator Project at Lydia Ford is finally ready to begin. Road to Responsibility is excited are all of the families for those residents, living there. We will award and authorize the contract this evening. The 1st Quarter Financials have been completed and delivered to the board and entered into the system. This concludes the Director's Report.

Old Business. Assistant ED was discussed and the board was reminded that the intention is to fill the position by January 1, 2019.

New Business.

On a Motion to Accept and Approve the **2018 Utility Allowance Schedule for Section 8 Housing** by Judy Parks and seconded by James Muscato, all were in favor 3-0.

On a Motion to Approve the **Certificate of Substantial Completion** for Byors & Sons Mechanical LLC for the **Shut-Off Valve Replacement Project** at Kilcommons Drive by James Muscato and seconded by Judy Parks, all were in favor 3-0.

On a Motion to Approve the **Certificate of Final Completion** for Byors & Sons Mechanical LLC for the **Shut-Off Valve Replacement Project** at Kilcommons Drive by Judy Parks and seconded by James Muscato, all were in favor 3-0.

Motion to Approve the **Final Payment** for Byors & Sons Mechanical LLC for **the Shut-Off Valve Replacement Project** at Kilcommons Drive. The Final Payment is in the amount of **\$1,549** by James Muscato and seconded by Judy Parks, all were in favor 3-0.

On a Motion to Award and authorize the Executive Director to execute a contract with **Williams Electric LLC** for the **Standby Generator at Lydia Ford Road**. The contract is in the amount of **\$ 58,760.00** by Judy Parks and seconded by James Muscato, all were in favor 3-0.

Judy Parks and the Chair ask the Director to invite the Planning Board Chair to our next meeting so that town, long range goals on affordable housing, inventory, etc. can be discussed.

Electric supply discussion was withdrawn as the Chair was able to research her question, independently.

On a motion to Adjourn at 6:30 p.m. by James Muscato and seconded by Judy Parks: The vote was unanimous, 3 – 0. The Chair thanks everyone for a great meeting.

Respectfully Submitted by,

John P. McKeown