

A regular meeting of the Plymouth Housing Authority was held on Monday May 9, 2016 at 9:30 a.m. at the community room of Northfield at 87 Nicks Rock Rd., Plymouth, MA. The following were in attendance

Melvin Cotti, Chairman  
Douglass Gray, Vice Chairman  
David Ward, Treasurer  
Jeffrey Metcalfe, Assistant Treasurer  
Nicole Long, Commissioner

Dede Riendeau, Executive Director  
Paul Blanchard, Facilities & Modernization Manager

Members were asked if there were any changes, corrections or omissions to the April 2016 board meeting minutes. There being none Douglass Gray made a motion seconded by Dave Ward to approve the minutes as prepared. The motion passed on a 4-1 vote. Nicole Long abstained.

Jeffrey Metcalfe explained that at the last CPC meeting he was made aware that his term is expiring and asked if the members would reappoint him. David Ward made a motion seconded by Douglass Gray to reappoint Jeffrey Metcalfe to the CPC Committee. The motion passed on a 4-1 vote. Jeffrey Metcalfe abstained.

Paul Blanchard informed the members that the purchase order was issued for the kitchen and dining room floor replacement at South Pond Road for the two upper apartments. The work is set to begin in the next week or two. The flooring replacement at Castle Hill and Southfield are done at apartment turnover so it's less disrupting to tenants. Each site is about 20% done. The HVAC for the community room at Southfield will be out to bid by the end of May. Hopefully the bids will be back before the June meeting. Jeffrey Metcalfe asks how long the work will take. Paul stated the work will last about a month. Bid tabulations for the A/C sleeves at Southfield were discussed. The work was estimated to cost \$40,000 and the lowest bid came in from Demelo Construction in Rockland at \$29,500. The highest bid came in at \$99,500. Usually there is a wide range in bids. Demelo has done work at over a dozen Housing Authorities and there were no discrepancies with their bid. Once DHCD approves the low bid the work can move forward. Upon a motion made by Nicole Long and seconded by Jeffrey Metcalfe, the members voted 5-0 to approve the contract to Demelo Construction for \$29,500 pending concurrence from DHCD.

Paul recommends that the members vote to appoint the Director as the contracting officer and himself as the alternate contracting officer for the project. Doing so will allow the contract to get signed before the next board meeting which will expedite the process. Upon a motion made by Jeffrey Metcalfe and seconded by David Ward, the members voted 5-0 to approve the Director as the contracting officer and Paul Blanchard as the alternate contracting officer for the project.

Paul explains that 7 A/C's were purchased last year and a purchase order has been made to buy the remaining 53 units. He recommends purchasing as needed for warranty reasons. Jeffrey Metcalfe suggests surveying the residents at Southfield to get a better number of who actually wants them. Dede states that she can conduct a phone survey over the next couple days. Nicole Long suggests having residents sign a disclaimer stating that if they change their mind about wanting an A/C then there may be a delay in getting one to them.

Paul explains that he is waiting for the final document from the engineer for the electrical upgrade at Castle Hill. Once he receives and DHCD approves it the project will go to bid. This is a very large contract in the area of \$250k.

It did get funded with approval from DHCD. \$80,000 will come from the emergency reserve.

The cabinet replacement at Standish and Olmsted is over 50% completed. The cabinets are replaced at unit turnover so this has been a continuous project for the last several years. Carpet replacement at Cherry Hill will be going out for pricing within the next couple weeks. There was a plumbing leak at High Cliff that destroyed 2 units. Both tenants were not home so the leak ran for a substantial period of time until maintenance noticed the leak. Disaster specialists came in and the units had to be redone. Tenants were brought to a hotel while the work was being done. The exterior staining of Northfield will begin shortly once the rainy weather subsides. The contractor will be going around looking for shingles that need replacing before they begin staining. There is some allowance in the pricing for some shingle replacement. The security cameras at High Cliff and Northfield have been completed. The next location for cameras will be outside at Cherry Hill, Southfield and Standish Court. Castle Hill will get cameras in the community room and an exterior camera from the community room. The Director adds that the security cameras will be an ongoing project over the next 7-10 years. David Ward asks if anyone has had a chance to look at the lighting at night at Cherry Hill since a resident brought it up at the last board meeting. Paul explained that himself, Dede and Chris have all driven through at night and the parking lot is plenty bright enough. He explains that if someone is in their lit apartment looking out at night it looks very dark.

The Director announces to the board that the final agenda for the Mass NAHRO conference on May 22<sup>nd</sup> - May 25<sup>th</sup> has been posted and she can register anyone interested in going.

The waiver was approved for the Regional Capital Assistance Program, so PHA will not have to participate with the Taunton Housing Authority for mod projects. HUD came out for a site visit in February and she recently received a letter explaining that there were no issues and that PHA is in compliance with all policies. Additionally she received another notice from HUD stating that PHA received 100% score on the SEMAP and is ranked as a high performer. By receiving such a high score, PHA will continue to receive the full amount of capital funds. She thanks the staff for their hard work and a job well done. 303 smoking surveys were sent out and 212 residents responded, she passes out the statistics from the surveys and asks the public if anyone has any questions or comments in regards to the smoking survey. A resident from Northfield explains that a lot of the comments she hears about smoking are over dramatic and unnecessary. She herself doesn't smoke, but years ago everyone was allowed to smoke in any establishment so the second hand smoke damage has already been done. She also adds that the only residents that have been complaining are the new ones and she thinks that existing residents should be grandfathered to smoke in their units.

Another resident at Northfield states that only a handful of residents smoke so it isn't even a big issue. The Director explains that board meetings will be held at each location to spread the word and get feedback from all residents before the board makes their decision.

The Director stated that she received a notice that residents from Cherry Hill are bringing a signed petition to town hall and the newspaper. The Director explained that this came up a few years ago because the residents want a side walk put in at the end of the driveway at Cherry Hill crossing over Court Street. She explained to them that the town denied the crosswalk because of the close proximity to surrounding crosswalks. Upon a motion made by Jeffrey Metcalfe and seconded by Douglass Gray, the members voted 5-0 to sign the petition and support the installation of a crosswalk at the end of Cherry Hill. The Director stated she would also call Vinny deMacedo's office and ask if they have any suggestions.

The Director explains that the PHA is currently undergoing an independent audit with Guyder & Hurley. The audit is annually and required by DHCD and HUD. The auditor stated that DHCD is asking them to look for a fraud or whistle blower policy. Currently PHA does not have such a policy. The Director gave some documents to the board to review and stated that the board can discuss again at the next meeting.

Members were presented the tabulation of Bills Payable for the month of March 2016. Upon a motion made by Nicole Long and seconded by David Ward, the members voted 5-0 to approve the bills for payment as presented.

Jeffrey Metcalfe asks how much it would cost to outfit each unit at every facility with A/C units. Paul Blanchard states that he can gather that information.

At 11:00 a.m. Nicole Long made a motion seconded by David Ward to adjourn the meeting. The motion passed on a 5-0 vote.

A true record



Sede Rendeau

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