

A regular meeting of the Plymouth Housing Authority was held on Monday June 13, 2016 at 9:30 a.m. at the Plymouth Housing Authority at 130 Court Street, Plymouth, MA. The following were in attendance

Douglass Gray, Vice Chairman  
David Ward, Treasurer  
Jeffrey Metcalfe, Assistant Treasurer  
Nicole Long, Commissioner  
Russell Shirley, Commissioner

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Richard Conlon, CPA

Atlantic Ave. property discussion:

Doug Gray invites Mike Goodman of TMJ LLC to speak. Mike explains that the project on Atlantic Ave. will now have a plateau so there will be some usable land and also take the hill from a 25ft. slope down to a 13ft. slope. The area where the wall was originally proposed will have a vinyl/PVC fence installed instead. The bike path will be cleared up which will make the view of the ocean a little better. Russ Shirley states that the plan titled "L2" specifying planting species is missing. The members agreed to meet at the site location on Friday June 17, 2016 at 8:00am to view the missing plans and take a look at the site.

Approval of May 2016 minutes:

Members were asked if there were any changes, corrections or omissions to the May 2016 board meeting minutes. There being none Jeffrey Metcalfe made a motion seconded by Dave Ward to approve the minutes as prepared. The motion passed on a 4-1 vote. Russ Shirley abstained.

Board reorganization:

On a motion made by Russ Shirley and seconded by Dave Ward, the members elect Doug Gray as Chairman. The motion passed on a 4-1 vote. Doug Gray abstains.

On a motion made by Russ Shirley and seconded by Dave Ward, the members elect Jeff Metcalfe as Vice Chairman. The motion passed on a 4-1 vote. Jeff Metcalfe abstains.

On a motion made by Jeff Metcalfe and seconded by Nicole Long, the members elect Dave Ward as Treasurer. The motion passed on a 4-1 vote. Dave Ward abstains.

Fraud policy:

The Director explains that the PHA just had a required individual state audit and the auditors recommended a fraud/whistle blower policy be adopted. The policy would only apply to board members and employees. The Director shows the members a

recommended draft. The members agree that Attorney Grace should review the policy and the members can discuss again at the next meeting.

#### Travel and cellular phone policy:

The Director explains that the auditors also suggested we review these policies. There is currently one employee that has received a flat rate each week for travel since the previous Director was here, however the policy clearly states employees will be reimbursed per mile. Russ Shirley asks if there is anything in his contract stipulating this. The Director states that she could not find anything in his contract pertaining to this and recommends keeping every employee the same as the policy outlines. On a motion made by Russ Shirley and seconded by Dave Ward, the members vote to have all employees subscribe to the existing travel policy effective July 1, 2016. The motion passed on a 5-0 vote.

The Director explained that this same employee also receives a flat rate of 50% of his monthly base rate and any calls made for PHA purposes every month towards his cell phone while other employees are required to bring in their bill each month to get reimbursed. The members discuss the pros and cons to buying phones for employees vs. reimbursing for personal phones used for PHA purposes. The members agree to have the Director look into pricing for purchasing 3 phones for herself, Chris and Todd. Pricing and decision to be discussed at the next meeting. All other employees need to adhere to a cellular phone reimbursement policy. On motion made by Jeff Metcalfe and seconded by Russ Shirley, the members vote that effective August 1, 2016 staff will be reimbursed for PHA related cell phone calls only. The motion passed on a 5-0 vote.

#### Vacation time policy:

The Director explains that the vacation time policy currently states that employees are credited all vacation time at once, however employees earn a prorated portion of their vacation time each month. The Director suggests changing the policy to match what the practice has been. Russ Shirley suggests that the Director make the necessary changes to the policy and bring them back a draft at the next board meeting. The members agree.

#### Assign LOCCS authorizing official:

The Director explained that LOCCS is a HUD system used to draw down money. Mel was the previous authorized official so a new official needs to be voted. On a motion made by Jeff Metcalfe and seconded by Dave Ward, the members vote to keep the LOCCS authorizing official as the chairman, which would now be Doug Gray. The motion passed on a 5-0 vote.

#### Maintenance certification bonus:

The Director explained that in the past the board voted to approve a one-time \$1,500 bonus anytime a maintenance employee completed the DHCD Maintenance Certificate Program. Todd Lawson, our Maintenance Supervisor has recently completed the program. On a motion made by Dave Ward and seconded by Nicole Long, the

members vote to give Todd Lawson a one-time \$1,500 bonus. The motion passed on a 5-0 vote.

#### Lease renewal:

The Director explains that PBHC agreed to a 2.7% increase for FY2016 for a one year lease. The members discussed and feel it's better to push back for a 3 year lease at a specific rate so that it can be budgeted better. On a motion made by Russ Shirley and seconded by Dave Ward, the members vote to not sign the 1 year lease and request a 3 year lease with each years increase to be set by whatever the state rate will be. The motion passed on a 4-1 vote. Doug Gray abstains.

#### Budget revision:

Richard Conlon explains that a budget revision needs to be done for several reasons. The roof for the 400 program was on last year's budget and he didn't carry it forward because he thought it was being paid out of mod money. He needs to now put it in for approval. He explains that the retirement assessments have jumped significantly so the actual figure was higher than what was budgeted. Also medical for retired employees increased significantly. Community room and patio furniture for the federal program was purchased. On the 400-1 program a line item was added for administrative money that DHCD won't cover if it's mod work. The section 8 administrative fee for 2015 was just approved so that needs to also be adjusted.

On a motion made by Dave Ward and seconded by Nicole Long, The members vote to approve the revision for the MA95C budget. The motion passed on a 5-0 vote.

On a motion made by Jeff Metcalfe and seconded by Russ Shirley, The members vote to approve the revision for the 400-1 budget. The motion passed on a 5-0 vote.

On a motion made by Nicole Long and seconded by Dave Ward, The members vote to approve the revision for the 689 budget. The motion passed on a 5-0 vote.

On a motion made by Jeff Metcalfe and seconded by Russ Shirley, The members vote to approve the revision for the Sec. 8 budget. The motion passed on a 5-0 vote.

On a motion made by Dave Ward and seconded by Jeff Metcalfe, The members vote to approve the revision for the Affordable Housing budget. The motion passed on a 5-0 vote.

On a motion made by Jeff Metcalfe and seconded by Nicole Long, The members vote to approve the revision for the Management budget. The motion passed on a 5-0 vote.

#### Update from the Asst. Facilities & Modernization Manger:

Chris Plourde explains that VCT flooring was just replaced in the kitchen and dining rooms. 3 new VCT flooring has been installed in other units throughout the sites. We are waiting on a letter from DHCD to proceed on the community room AC project at

Southfield. He asks for a motion to proceed with the bidding once he receives the letter from DHCD. On a motion made by Jeff Metcalfe and seconded by Nicole Long, the members vote to proceed with bidding once the letter from DHCD is received. The motion passed on a 5-0 vote.

The AC sleeves contract was approved by DHCD and is now with the contractor. The contractor is working on the permits and should be starting anytime now. PHA purchased 50 AC units. Vinny deMacedos office budgeted \$30k for the AC`s and the money will be available after July 1<sup>st</sup>. The Director thanks Russ Shirley for working on that. The contractors have a 45 day window to complete all their work. The ACs will be installed and running no later than July 22<sup>nd</sup>. Russ Shirley asks if when the portable units are returned by tenants they can be put into the community room to help with the heat in there until that project is complete. Chris states that he will look into it as the community room is all sliders rather than windows. The carpet project at Cherry Hill will be put out to bid soon. The electric project at Castle is moving forward. The Engineer that is doing the work has gotten a run around with Eversource to get the correct documents. Members agree to ask Mike Goodman Friday if he has had any luck with Eversource for the Atlantic Ave project. The cabinets at Cherry Hill for the ADA conversion is moving forward and should start pretty soon. Once the materials are in, maintenance will install the cabinets. Everything is done and signed off on for the flood at High Cliff. The painting at Northfield is wrapping up now. The building was pressure washed and being stained now. Ranges at Castle are being switched from electric to gas one by one.

#### Payables May 2016:

Members were presented the tabulation of Bills Payable for the month of May 2016. On a motion made by Jeff Metcalfe and seconded by Dave Ward, the members voted 5-0 to approve the bills for payment as presented.

The Director explains that all members have to resign the bank signature cards for all accounts and passes them around for everyone to sign.

#### Public comment:

Judy Fitzgerald, a Cherry Hill resident mentions the parking policy and suggests specifying "an extended period of time" that someone can keep a parking spot if they aren't using it. Russ Shirley suggests that the "extended time" be changed to 30 days. She brings up the lack of parking and states that a lot of caregivers and guests are using the spaces forcing residents to park on the street. The Chamber doesn't allow parking in their lot anymore. Jeff Metcalfe suggests asking the chamber if they will allow parking in their lot. The Director states that she recently asked them if they would allow temporary parking because of a site project and they denied the request.

The members discuss possibly trying to speak with them again to allow parking for just caregivers.

Russ Shirley states that he wants to step down from a member and make some public comments. He explains that he would like to see a tenant council made up at each location to attend meetings to track and follow issues and speak up. He explains that he has received many complaints about extended visitors that are staying longer than they should be. He understands that until the security cameras are installed it's hard to track it but thinks it needs to be looked into a little further. He recommends making a designated cool spot at each location so that residents have a place to go to get cooled off if they do not have AC in their unit. Lastly he adds that it doesn't appear that the outside windows have been cleaned at Cherry Hill 1 and it's hard to see out of them. Chris Plourde states that it can possibly be more fog than dirt. He states that the trim is due to be replaced in the future and they already were planning on pressure washing the windows at that time. Russ suggests having maintenance go around outside the first floor windows to clean/wash them to see if they can be cleaned. Doug asks Russ if he wants to make a motion to setup the tenant council. Russ states that he is not yet ready to make a motion as he wants to look into the legalities of it but would like to see it on a future agenda. His idea is to have a council of several members set up at any location with more than 30 residents. Nicole explains that she has worked with a supportive housing specialist in the past and they have tried to establish a group before to help with social events and such, and they always found that there was a lack of attendance. Russ suggests giving it another attempt so there is more communication between PHA and residents. Jeff Suggests going to the scheduled coffee hours a few times a month to converse with residents. Russ explains that there has been a section 8 recipient from the cape in contact with him and she states that a landlord in Plymouth turned her down because they have not been getting paid in time. The Director explains that Section 8 vouchers are mobile and just because the landlord is in Plymouth doesn't mean their renters' voucher was from Plymouth.

Adjournment:

At 12:35 p.m. Jeff Metcalfe made a motion seconded by Nicole Long to adjourn the meeting.

The motion passed on a 5-0 vote.

A true record



Sede Rendeau

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