

A regular meeting of the Plymouth Housing Authority was held on Monday July 11, 2016 at 9:30 a.m. at community room of High Cliff on 23 Prince St. Plymouth, MA. The following were in attendance

Douglass Gray, Chairman
David Ward, Treasurer
Jeffrey Metcalfe, Vice-Chair
Russ Shirley, Commissioner

Dede Riendeau, Executive Director
Chris Plourde, Asst. Facilities & Modernization Manager
Paul Blanchard, Facilities & Modernization Manager

Doug reads the agenda to the public and asks if they prefer public comment at the beginning or at the end. The public request to speak first.

A resident at High Cliff asked if PHA could look into getting recycling at the development as many residents would prefer to recycle. Paul states that he will call the trash contractor to look into it and report back to the board at the next meeting..

Another resident states that there are not enough parking spaces, especially handicapped spaces and asks if anything can be done to add more. She also mentions several other topics such as trash containers around the property, getting wifi for the whole development and cars at night stopping to do drugs. Todd Lawson states that he will send the guys around more to pick up trash. The Director discusses the drug/car instances and suggests that the resident call the police when it happens and also call the office with the date and time so the cameras be reviewed.

Approval of minutes:

Members were asked if there were any changes, corrections or omissions to the June 2016 board meeting minutes. There being none Russ Shirley made a motion seconded by Dave Ward to approve the minutes as prepared. The motion passed on a 4-0 vote. Members were asked if there were any changes, corrections or omissions to the special June 2016 board meeting minutes. There being none Russ Shirley made a motion seconded by Jeffrey Metcalfe to approve the minutes as prepared. The motion passed on a 4-0 vote.

Request for proposal for legal services:

The Director explained that our federal legal attorney is increasing his pricing from \$200 to \$215/hr. and suggests sending an RFP to other attorneys for pricing. On a motion made by Russ Shirley and seconded by Dave Ward, the members vote to allow the Director to send out an RFP for federal attorney pricing. The motion passed on a 4-0 vote.

Vacation and sick time policy:

The Director explains that the changes have been made to the policies as the Auditors suggested. Doug asks how many days can be carried over for vacation time. The Director answered only 5 days can be carried over. On a motion made by Russ Shirley and seconded by Dave Ward, the members vote to approve the sick leave policy. The motion passed on 4-0 vote. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members vote to approve the vacation time policy. The motion passed on 4-0 vote.

Smoking policy discussion:

Doug opens the discussion to the public. A resident at High Cliff explains that she uses an e-cigarette and has COPD. Doug wonders if there are dangers with e-cigarettes while using oxygen. He mentions that some places that have banned smoking also ban the use of e-cigarettes and wonders why. Another resident suggests grandfathering existing residents and putting door rollers and air purifiers in the smoking units so that the smoke doesn't travel. Another resident asks if the doors at the end of the hallway can stay open to circulate the air. Paul Blanchard states that he can look into getting fire checks on those doors but also mentions that it wouldn't be worth it if PHA was going non-smoking.

Fraud policy:

The Director explained that Attorney Grace reviewed the policy and made some suggestions that were reflected in their copy. On a motion made by Russ Shirley and seconded by Dave Ward, the members vote to adopt the new fraud policy. The motion passed on a 4-0 vote.

Travel and cellular phone policy:

The Director explained that Verizon would give a very good price for 3 phones at \$190/mo. for unlimited text and calling. This rate is only good if everyone was due for an upgrade. All three employees will see if they are due for an upgrade. On a motion made by Russ Shirley and seconded by Dave Ward, the members suggest changing the date to September 1st and keep the current policy in the meantime. The motion passed on a 4-0 vote.

Lease renewal 130 Court St:

The Director explained that Joan was not happy with the offer they received. She suggested a meeting with Richie and herself in August to go over again. Dede suggested using the COLA and she didn't like that idea either. Russ states politely that he doesn't care what she thinks, the fact of the matter is if PHA doesn't get an increase than they cannot afford to pay a higher rent. He suggests keeping the same offer and letting the Director handle it at the meeting with Richie and herself in August. The Director states that she will keep the board posted.

Union Towers contract extension:

The Director explained that we entered into a 15 year contract last year with Union Towers. The contract states that PHA can renegotiate with the owners at any time. Union Towers asked to renew or extend the contract by a year so that its 15 years and not 14 now. On a motion made by Dave Ward and seconded by Russ Shirley, the members vote to extend the contract by 1 year. The motion passed on a 4-0 vote.

35 enhanced vouchers- Brandy Hill:

The Director explained that Brandy Hill was/is Mayflower Village but will be going private. The residents in the building will need vouchers and someone to administer them. Dede will be suggesting to Richie that a p/t employee be hired to pick up the slack on this. Dave asks if the employee would receive benefits. Dede answers that the employee would probably not get benefits and suggests even hiring a 6-8 month temp to review their performance. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members vote to administer the 35 vouchers for Brandy Hill. The motion passed on a 4-0 vote.

Duxbury management contract:

The Director explained that she didn't think this would happen. Duxbury had a contract with Pembroke but DHCD wouldn't approve it. Two of their board members came in last week to meet with her and discuss an agreement. They invited her to come to their board meeting tomorrow night to meet the other board members and discuss further. Duxbury is hoping for a contract effective September 1st. Duxbury is a small agency with 1 F/T office employee and 1 P/T maintenance employee. Russ asks if a new employee will need to be hired for this. Dede states that potentially a F/T employee between Duxbury and the Section 8 job. Management fees will be determined by Richie but somewhere in the ballpark of \$2,500-\$3,000 a month. Russ mentions that he would like to go to the meeting as well. The members agree that the Director can go to the meeting to discuss the contract further.

Tenant council discussion:

Russ passes around some regulations for a tenant council. He explains that tenants have the right to have one whether the authority approves it or not, but thinks the authority should encourage it. Paul mentions that many years ago there was a tenant organization but it fizzled out and no one was interested in keeping it alive. Russ mentions that it will take about a year to setup and residents might be more interested if the PHA goes through the steps for them. He mentions getting input from Nicole at the next meeting and asks if Dede can reach out to some other HA's to see if they have any experience with these.

Southfield community room update/Mod report:

Paul explains that the community room renovation at Southfield is out to bid and due July 28th. A/C sleeves have been installed. The A/C installation was not part of the contract but due to a shortage in staff, the contractors agreed to install the A/C`s for \$50/unit. All A/C`s were installed last Friday. The project originally came in under budget so he didn't think a \$2,500 change order would be an issue. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members voted to approve the change order. The motion passed on a 4-0 vote. Russ adds that he has been in contact with Vinny`s office about the \$30k and will keep the board posted when he knows more. Paul asks the board to approve the completion of the project for July 7, 2016. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members voted to approve the completion of the project. The motion passed on a 4-0 vote. Paul explains that the underground electrical work for the Castle Hill project is still struggling along because of the difficulties communicating with Eversource. The engineer will be submitting his documents to hopefully force the issue with Eversource. Russ states that at the last site visit on Atlantic Ave. advice was given about contacting a 3rd party to contact Eversource and asks if that would be more productive. Chris explains that until we get the quote, the 3rd party can't do much. Paul reports that the exterior painting/staining at Northfield has been completed and asks the board to approve the completion for July 1, 2016. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members voted to approve the completion of the project. The motion passed on a 4-0 vote. Paul states that Disaster Specialists came out to clean the drier vents at all sites.

Old/new business:

Russ asks about the window cleaning at Cherry Hill. Chris explains that the trim work and pressure washing is set to be done soon and they will be cleaned at that time but mentions a lot of the problem is due to fog in the windows rather than being dirty. The Director informs the board that she will be on vacation for the next two weeks but will be available by phone if any of the staff need her. Jeff explains that he spoke with the Director at the Chamber about caregivers parking in their lot. The Director stated that if the visitors were courteous and considerate about where they park and stay to the far side then he doesn't mind them parking there. His only concern was during seminars and snow storms but that would only be occasionally. Dede mentioned that she would ask Nicole to inform all the providers that they can park there. Dave asks what the progress is on the cameras at Cherry Hill. Paul states that the cameras should hopefully be installed and functioning by Labor Day.

Payables June 2016:

Members were presented the tabulation of Bills Payable for the month of June 2016. On a motion made by Russ Shirley and seconded by Jeff Metcalfe, the members voted 4-0 to approve the bills for payment as presented.

Adjournment:

At 11:55 a.m. Jeff Metcalfe made a motion seconded by Russ Shirley to adjourn the meeting.

The motion passed on a 4-0 vote.

A true record



Sede Rendeau
