

A regular meeting of the Plymouth Housing Authority was held on Monday August 8, 2016 at 9:30 a.m. at the Plymouth Housing Authority on 130 Court St. Plymouth, MA. The following were in attendance:

Douglass Gray, Chairman (arrived at 10:00am)
David Ward, Treasurer
Jeffrey Metcalfe, Vice-Chair
Russ Shirley, Commissioner
Nicole Long, Commissioner

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

Public Comment:
None

Approval of minutes:

Members were asked if there were any changes, corrections or omissions to the July 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 3-0 vote. Nicole Long abstains.

Update on Recycling:

Paul explains that he met with Howland Wednesday to discuss recycling. Howland does not pick up recycling because it requires a different style truck but they do offer it by hiring a subcontractor to pick up. Howland suggested using 96 gallon totes that can be left at each development. The totes would be picked up once a week to start, depending on how quickly they are filled another toter or another pickup could be added. Each toter costs \$75 and can be added to the existing bill and contract that has 18 months left. Paul explains the more that is recycled would help to reduce the tipping fee on the trash bill. Dede mentions that if the board approves the recycling then notice could be given to tenants in the newsletter. The members all agree that it sounds like a great idea. On a motion made by Russ Shirley and seconded by Nicole Long, the members vote 4-0 to offer recycling services at the developments.

Management agreement with Duxbury:

The Director explained that she met with Duxbury's board last month to review the management plan. Their board was very pleased with the information they received. Several PHA employees have gone to Duxbury to review the physical and internal aspects of the authority. A 24 month contract was discussed because of the time that will be invested however the Director mentioned that DHCD may only approve a year. The management fee that was discussed was \$46,877 which is what they budget now for a Director. Duxbury currently has 1 P/T office employee and 1 P/T maintenance employee. The fee would stay the same for two years and then be adjusted each year to whatever DHCD's budget cap allows. Russ Shirley suggests signing a 1 year contract at that rate and then an extension for the second year with an increase for whatever the budget cap will be. The Director explained that a new employee was hired to help out with Duxbury a few days a week and also the section 8 program at PHA. There was some discussion on the condition of the scattered properties and tenant responsibilities for yard upkeep at the 705's. (Chairman Douglass Gray arrived at 10:00am and was briefed on the Duxbury agreement) On a motion

made by Russ Shirley and seconded by Dave Ward, the members vote 5-0 to approve the management contract with Duxbury for 1 year with an extension for the second year at an adjusted rate of whatever the DHCD budget cap is.

Tenant Council Discussion:

Members discussed the possibility of a tenant council and agreed it would be best to see how much interest there was before spending a lot of time on it. The Director stated that it would be advertised in the next newsletter and sign-up sheets could be posted around the developments. Nicole suggested that it also be mentioned at the next MAT meeting to keep them in the loop. The next board meeting will be held at Cherry Hill and sign-up sheets and interests will be further discussed then. Russ mentioned there was some mistrust last spring and we want the residents to know that the board is open for suggestions and encourages residents to get more involved. Jeff mentions that the board certainly has tried in many instances since last spring but unfortunately none of the residents ever come to board meetings to see that the board is trying. Dave states that he is constantly telling other residents to come to the meetings and get involved but no one ever does.

Old/New Business:

Cell Phones- The Director explained that 2 cell phones could be added to her contract. Verizon suggested going with an 8 or 16GB phone for \$70-\$90/month and then \$20 for each phone. The price depends on whether or not the phones are leased or purchased and which plan is picked. The Verizon bill is currently \$130/month and would increase to about \$190/month to add the new phones with new numbers under the "L" plan. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 5-0 to purchase 2 new phones under the "L" plan.

Pet Policy- The Director explained that she sent out the DHCD pet policy but it was after the agenda was posted. She asked the board to look it over and mentioned it would be on the agenda for next month's meeting.

Parking- A resident at Cherry Hill got a response from the town about the request for a sidewalk. The town denied the request to add another sidewalk but they did take away a parking space next to the crosswalk so that there isn't as much of a blind spot now entering the crosswalk.

Atlantic Ave- Jeff mentioned that he spoke with Mike Goodman and he stated that the trees have been removed on the Atlantic Ave. site if the board wanted to take a look. The members agree to meet on site at 8:30 on Friday morning.

Bid Results Southfield Community Room:

Paul explained that we received several bids that ranged greatly in price. The project was estimated to cost \$45,000. The lowest bidder was Demello Construction at \$39,950. We have used the company before and there were no major issues. They did aggravate the building department last time but hopefully that would not be an issue this time. The board agreed that there should be a conversation beforehand with the company reminding them that we don't want any issues with the building department and to be a little more polite. Dave points out that Shiretown Glass was the next lowest bidder and wondered if we could go with them instead because they are a local company. Paul explained that state law would not allow that as a reason to skip over the lowest bidder. On a motion made by Jeff Metcalfe and seconded by Russ Shirley, the members voted 5-0 to award the contract to Demello Construction. Paul asks the board to allow the Director to sign the contract. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members voted 5-0 to allow the Director to sign the contract pending DHCD's approval.

Discussion Mt. Pleasant School:

Jeff reported that **Bill Keohan** and **Frank Silva** met he and Paul at the Mt. Pleasant School to see what the possibilities are of changing it to housing. The inside is pretty wide open and it looks like potentially 6 one bedroom and 2 two bedroom units would fit. The hope is that the town would sell it to PHA for a dollar because of the need for more housing in town. There is word that developers may be interested in the property as well. In addition to Mt. Pleasant, the Oak School will also be turned over to the selectmen soon. The members discuss financing options and also mention CPC funding, especially to do some initial investigating, unfortunately any money given from CPC could not be used to purchase land from the town. Paul suggests writing a letter of interest as a starting point. On a motion made by Jeff Metcalfe and seconded by Nicole Long, the members voted 5-0 for the Director and the Chair to send a letter of interest for the Mt. Pleasant School to the Selectmen and cc CPC, **Bruce Arons** and **Melissa Arrighi**.

Payables July 2016:

Members were presented the tabulation of Bills Payable for the month of July 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.

Adjournment:

At 11:15 a.m. Jeff Metcalfe made a motion seconded by Russ Shirley to adjourn the meeting. The motion passed on a 5-0 vote.

A true record
