

A regular meeting of the Plymouth Housing Authority was held on Monday September 12, 2016 at 9:30 a.m. at Cherry Hill on 128 Court St. Plymouth, MA. The following were in attendance:

Douglass Gray, Chairman  
David Ward, Treasurer  
Russ Shirley, Commissioner  
Nicole Long, Commissioner

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Paul Blanchard, Facilities & Modernization Manager  
Patricia Grace, DHCD Regional Attorney  
JoAnna Letourneau, Recording Secretary

#### Public Comment:

Douglass Gray asked everyone at the meeting to introduce themselves to the public. The public requested that they have a chance to speak before and after the meeting. Judy Fitzgerald from Cherry Hill mentions that there are kids living in the development, she further adds that she sees them during the day when she is in the laundry room and other neighbors have told her this as well. Pat Grace reminds Ms. Fitzgerald that residents can have daytime guests as frequently as they'd like and overnight guests are allowed 21 calendar nights out of the year. She explains that in order to bring this type of lease violation into court other tenants have to document each night they observe the guests arriving and when they leave, they also have to be willing to come to court to testify because otherwise it's just hearsay. Another resident from Cherry Hill says she has complained before to the office. Pat Grace sets up a meeting with the residents to discuss these issues next week. Paul Blanchard mentions that the wires are installed for the cameras and they should hopefully be live and running soon.

Judy Fitzgerald brings up smoking and mentions she heard that the board will be grandfathering smoking. Doug states that that is just a rumor because the board has not voted on the policy yet.

#### Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the August 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.

#### Smoking Policy:

Pat Grace explains to the board that she represents 49 housing authorities, some have already adopted a smoke free policy and others are still discussing it. One of her authorities adopted a 100% smoke free policy for their entire property and was successful at evicting a tenant that was caught smoking. Pat explains that her preference is to go 100% smoke free rather than grandfathering or designating a specific area 20 Ft. away from the buildings. The reason for this is because it's harder to prove in court that someone was smoking less than 20 feet away from a building without actually measuring. Russ Shirley suggests giving the residents a time allowance once they decide rather than having it effective immediately. He makes a motion that the board vote at the November meeting on the smoke free policy. The motion is seconded by Dave Ward and passes on a 4-0 vote.

#### Approve DHCD Pet Guidelines:

Pat Grace explains that a pet is different than a service animal and passes out the regulations. She suggests adopting what DHCD already has in place. Each resident requesting a pet would need to fill out an application. A resident is allowed 1 pet; a cat or a dog under 40 pounds. A pet committee is needed so they can vote on issues that arise with pets. We can tweak the policy to allow or restrict certain breeds of dogs, however service animals would not apply to any of these guidelines. Nicole asks if there are rules and regulations that apply to service animals and Pat states that the cases are usually very fact specific but would look into it. On a motion made by Russ Shirley and seconded by Nicole Long, the members vote 4-0 to accept the pet guidelines with a January 1, 2017 date to set a pet committee and allow the committee to make changes if necessary.

#### RFP Results for Legal Services:

The Director explained that Pat represented the State programs and a different attorney is needed to be used for the federal programs including section 8. For the last 12 years PHA used Roger Mervis but we recently just sent out an RFP and Roger was not the lowest. Driscoll & Driscoll was the lowest. Past experience and references can be considered in this case and the members asked Dede if she had any hesitation going with the lowest bidder which she did not. On a motion made by Russ Shirley and seconded by Dave Ward, the members voted 4-0 to go with the lowest assuming he will lock in that price until 2020.

#### Cleaning Services:

Paul Blanchard goes over the quotes for cleaning services and explains that currently all state and federal locations are on a bi-weekly schedule but he got prices for weekly cleaning as well. He received quotes back from Mayflower Maids (our current cleaners) and Merry Maids. The additional cost to switch to bi-weekly cleaning would be \$10,000 a year. Russ Shirley asks if there is enough money in the budget to allow for weekly cleaning. The Director states that if the board approves the additional cost for cleaning it would be subject to the accountant's approval. On a motion made by Russ Shirley and seconded by Nicole Long, the members voted 4-0 to table this discussion until the November meeting when Richie will be present.

#### Mount Pleasant School Update:

Doug explains that the CPC put in an application for the fall town meeting to set aside one million dollars for the Mount Pleasant School being turned into senior housing. He went before the board of selectman as an advocate for approval and he did not get it. This doesn't mean it's a dead issue it just means that the selectman are not approving it at the fall town meeting. It's just the beginning stages however if the PHA does not get it, it most likely will be sold to a developer who will turn it into condos.

#### Tenant Council:

The Director explained that a notice was put in the resident's newsletter and a sign-up sheet was placed at the developments. Cherry Hill had 6 people interested, Northfield had half the development sign up, Southfield and Castle Court had no interest and High Cliff had about 9 interested. She will plan to set up some meetings in the next few weeks to give the residents some more information about what the council is and how they can get started. She will keep the

board updated on the progress. Russ states that he would like to be available as much as possible to help with this.

#### Annual and Five Year Plan:

The Director explains that the board is not voting on this until October, she is just notifying the board that it is being prepared and notice will be placed in the Old Colony for the 30 day public comment period. Paul Blanchard goes over some items on the plan that the board received.

#### Affordable Housing Trust Committee:

Russ explained that when he was looking into the Mount Pleasant School he found out that the appointment for Affordable Housing Trust Committee has suspended. A letter needs to be written to the Selectman recommending who our representative will be so they can appoint someone. On a motion made by Dave Ward and seconded by Nicole Long, the members voted 4-0 to appoint Russ Shirley as the Affordable Housing Committee representative.

#### Castle Court Electrical Update:

Paul explains that we've been bounced around on where the money is coming from on this. The board will have to release \$84,764 from the operating reserves to supplement the budget on the project instead of it coming from the capital emergency reserve. On a motion made by Russ Shirley and seconded by Dave Ward, the members voted 4-0 to release \$84,764 from the operating reserves to supplement the budget for the underground work on the project.

#### Bid Results Carpet Replacement Cherry Hill I:

Paul explained that \$43k was budgeted to the replace the carpet on the 3<sup>rd</sup> and 5<sup>th</sup> floor as well as the stairs in the D wing and in C. The lowest bidder was Capital Carpet and Flooring out of Woburn at \$38,393. The references were good for the company. On a motion made by Dave Ward and seconded by Russ Shirley, the members voted 4-0 to award the project to the lowest bidder and to authorize the Executive Director to sign the documents required.

The Director explained that the formula for rent with PBHC was not agreed upon and it will be discussed at the November meeting when Richie is present.

#### Payables August 2016:

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

#### Adjournment:

At 11:33 a.m. Russ Shirley made a motion seconded by Dave Ward to adjourn the meeting. The motion passed on a 4-0 vote.

A true record

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