

A regular meeting of the Plymouth Housing Authority was held on Monday November 14, 2016 at 9:30 a.m. at 130 Court St. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman  
Jeffrey Metcalfe, Vice Chairman  
David Ward, Treasurer

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Paul Blanchard, Facilities & Modernization Manager  
JoAnna Letourneau, Recording Secretary  
Rich Conlon, Accountant

Absent:

Russ Shirley, Commissioner  
Nicole Long, Commissioner

Public Comment:

None

Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the October 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 3-0 vote.

Budget Revision 400-1:

Rich explained that a quick revision needed to be made for the state program in the amount of \$3,592 before the end of November. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members voted 3-0 to approve the budget revision 400-1.

2017 Budget:

Rich explained each page of the budget to the members and pointed out some differences in this budget: This year the state is giving a one-time payment to all housing authorities in the amount of \$200 for each state unit they have. A new position was added to the maintenance salary page for a non-benefited, part-time groundskeeper/custodian. This employee will clean all the buildings eliminating the need to hire an outside company to do the cleaning. The reason why they would also have groundskeeper in their title is so they can't be limited to job duties and if maintenance needs help with something else other than cleaning. Money was also budgeted for a snow blower/Ventrac machine. Next year the equipment will be in pretty good shape. Doug asks how we are doing financially with the management contracts. Rich states that PHA is anticipated to make \$34,000 by the end of the year. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the Federal and Mass 59C Budget. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members voted 3-0 to approve the Federal Section 8 Budget. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the federal and State 400-C Budget. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members voted 3-0 to approve the State 689-1 Budget. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the Local Affordable Housing Budget. On a motion made by Dave Ward and seconded by Jeffrey

Metcalfe, the members voted 3-0 to approve the Local Management Program Budget.

Accounting Contract:

Dede explained that the current contract is up for renewal January 1<sup>st</sup>. The contract is a standard DHCD contract and has been used for decades. A vote is needed for the federal as well as the state contract. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members voted 3-0 to approve the federal accounting contract. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the state accounting contract.

Update Mount Pleasant School:

Jeff explained that the Affordable Housing Trust held a meeting to any parties interested in the school. PHA was the only ones there which was a good sign. Originally it was thought that only several units could be made but now it's looking like 7 one-bedroom units and 4 two-bedroom units can be made. Bill Keohan from CPC states that the CPC is willing to hire a cost estimator for the project and informs the board that there are two gentlemen here that will talk about ideas and what it will take to get some firm cost estimates on paper.

Ted Gentry of Ted Gentry Associates Inc. first speaks with the board and explains his company's involvement with school projects as well as the COA building in Plymouth. He goes over past projects and states that once he gets inside the building he can get an estimate together in the next two weeks. The next guest is Evan Warner from STV. Evan also goes through his company's experience which involves other housing projects. He suggests that a feasibility study would be the best option in this case so that PHA knows exactly what they are working with. The board asks if he can get two proposals, one for the feasibility study and one for the bare bones construction costs. He states that he can have it in two weeks.

Capital Improvement Amendment #4:

Dede explains that this is for the Fiscal Year 2019 Formula Funding award. The Amendment needs to be approved and signed. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members vote 3-0 to approve Capital Improvement Amendment #4 in the amount of \$223,688 for FY 2019. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the Proof of Authentication.

Procurement Policy:

Paul explained that the state has revised the bid statute again; we no longer have to have sealed bids unless the project is over \$50,000. This makes it easier to get small projects underway. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members vote 3-0 to approve the new procurement policy. The other part of this is the AIMM designation. Effective November 1<sup>st</sup> all housing authorities with an AIMM designation were null and void and need to be reapplied for. The requirements to apply are having a FT person that oversees modernization work and having a registered professional oversee the work. Plymouth meets both of these requirements. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to reapply for the AIMM designation.

Facilities Manager Modernization Update:

Paul explains the capital plan and how it's broken down on the spreadsheet the members received. Projects are prioritized each year and spread over the next 5 years. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 3-0 to approve the Capital Plan as presented.

Paul talks about the newly implemented recycling plan and how successful it has been. Right now there are 14 totes and he requests that we add 5 more because they've been filling up before they are emptied. Dave explains that it's overflowing at Cherry Hill and starting to stink because no one is rinsing their items. Paul says he will try to educate the tenants more about rinsing their items and also look into a ventilation system. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members vote 3-0 to add 5 additional totes.

Paul discusses the camera progress. Dede mentions that because the cameras weren't hooked up as quickly as anticipated and a lot of tenants are still complaining about family members living with residents, she hired a security company. They are witnessing the overnight guests and documenting all issues including parking, sneaking in/out, propping doors open etc.

#### Adopt State Income Limits & Fair Market Rents:

Dede references public notice 2016-30 that shows the revised FMRs and income limits for an applicant to be eligible and remain eligible for their program. On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members vote 3-0 to approve the revised income limits. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members vote 3-0 to approve the revised Fair Market Rents.

#### Smoking Policy:

Dede suggest waiting to vote on the smoking policy until all members are present. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members vote 3-0 to table the smoking discussion until the next board meeting.

#### Payables October 2016:

On a motion made by Dave Ward and seconded by Jeffrey Metcalfe, the members voted 3-0 to pay the bills for October 2016.

#### Adjournment:

At 12:53 p.m. Jeffrey Metcalfe made a motion seconded by Dave Ward to adjourn the meeting. The motion passed on a 3-0 vote.

A true record

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