

A regular meeting of the Plymouth Housing Authority was held on Monday December 12, 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
Russ Shirley, Commissioner
Nicole Long, Commissioner

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

Documents Used:
Staff Reports

Public Comment:
None

Approval of Minutes:
Members were asked if there were any changes, corrections or omissions to the November 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 3-2 vote. Nicole Long and Russ Shirley abstained.

Smoking Policy:
Doug started out by saying the decision on the smoking policy will be extremely difficult because there will be unhappy residents no matter what is decided. Dave mentioned that the ventilation system is a problem and because of this the hallways reek of smoke. He suggests adopting a 100% smoke free policy. Russ agrees and suggests implementing the policy in 9 months so that it doesn't begin in the winter time. Jeff applauds Dede and the staff for taking the time to send out the smoking survey because it gave the board a clear understanding of how many residents were in favor of smoke free housing. Jeff suggests only waiting 6 months. Dede agrees with Jeff and states that the transition will be even easier in the summer time. Nicole and Doug also like the 6 month time frame. Nicole addresses her concerns with bullying and hostility in the developments between the smokers and non-smokers and wants to make it clear that that behavior will not be tolerated. The board collectively agrees that group seminars should be organized as soon as residents are informed of the new policy. Additionally, the board suggests that Dede send a copy of the smoking policy to the Board of Health and the Selectman's office once the residents have been notified. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the members vote 5-0 to adopt a 100% smoke free policy on all properties effective July 1, 2017.

2016 Revision for Voucher Admin Plan:
Dede explained that every year Nan McKay sends out updates for the admin plan. This revision is mostly just additions and clarifications. On a motion made by Russ Shirley and seconded by Nicole Long, the members voted 5-0 to approve the Voucher Admin Plan revision. On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley the members voted 5-0 to approve the Federal Public Housing revision.

Facilities Manager Modernization Update:

Paul explained that the lead certification needs to be voted on today as well as the January's meeting because of the difference in our calendar year vs the fiscal year. On a motion made by Russ Shirley and seconded by Jeffrey Metcalfe, the members voted 5-0 to approve the lead certification for calendar year 2016. Paul reports that the Cherry Hill vent system repairs are in the capital fund plan and have been funded with work to begin in the spring-summer. The A/C in the community room will be completed at that time as well. The Eversource power supply site work at Castle Hill was estimated to cost \$70k. It has been revised to \$27,413 because of the easement. The funding will be coming from DHCD's reserve not our capital fund. The easement needs to be approved before the work can begin. On a motion made by Jeffrey Metcalfe and seconded by Dave Ward, the members voted 5-0 to approve the easement and authorize the Chairman to sign. On a motion made by Russ Shirley and seconded by Dave Ward, the members voted 5-0 to pay Eversource \$27,413. The carpet at Cherry Hill was selected and sent to the contractor with work scheduled to begin January 3rd. Paving at the group home has been completed. Cameras at Cherry Hill are mostly up and running but some still need final corrections. Doug asks if there have been any improvements with illegal guests/visitors. Dede explained that we still have the security company at the property and we haven't noticed any issues in the last 1-2 weeks. Russ expresses his concern with how long it has taken for this project to get completed and asks what the holdup has been. Paul explains that the contractor is very busy and has put us off several times and that unfortunately we are stuck with that contractor because the pricing is significantly less than what another contractor would've cost. Russ suggests writing a letter to the contractor expressing our concern and demanding that the project get finished ASAP. Paul also notes that 8 patio doors at Northfield and 8 doors at High Cliff will be getting replaced.

Payables November 2016:

Russ asks a question about the solar lease agreement and what the cost vs credit is. Paul stated that he didn't have those numbers readily available but would certainly provide the board with a breakdown for the next meeting. On a motion made by Russ Shirley and seconded by Nicole Long, the members voted 5-0 to pay the bills.

Old Business:

Jeff explained that there was a meeting at the Mt. Pleasant School with the Affordable Housing Trust and he was able to measure the building so now the drawings having actual measurements on them. Russ suggests posting the site meetings so that if a quorum of members were on site it wouldn't be an issue. The board agrees that in the future it would be nice to try to get a list of town tax properties to see if there may be any interest. The members thank Jeff for all his work and providing his architect services at no cost to the PHA.

Adjournment:

At 11:05 a.m. Jeffrey Metcalfe made a motion seconded by Russ Shirley to adjourn the meeting. The motion passed on a 5-0 vote.

A true record
