

A regular meeting of the Plymouth Housing Authority was held on Monday January 9, 2017 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
Linda Melkonian, Recording Secretary
Joel Grant, Motion Elevator
Todd Lawson, Maintenance Supervisor

Public Comment:

None

Chris Plourde introduced Joel Grant from Motion Elevator to the Board and let them know Joel is there to explain and answer any questions regarding the elevator problems at Cherry Hill.

Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the December 2016 board meeting minutes. There being none Russ Shirley made a motion to approve minutes as prepared and Nicole Long second the motion. The motion passed on a 5-0 vote.

Cherry Hill I Elevator:

Chris Plourde gave copies of a Memo to each Board member explaining the recent elevator issues at Cherry Hill. He described how the chain of events goes when someone hits the emergency button. Then went on to explain the problem with this particular elevator. Joel Grant explained some of the issues were electrical and how things work. He also explained the normal procedures to elevator repairs. Doug Gray asked if there is any way when someone hits the emergency button, can Motion and PHA both be notified as well at that time. Joel, Chris and Paul explained how we are going to install a key drop box so that when fire dept. comes, they can use the access key to open the doors without damage. Motion Elevator, PHA and Maintenance will all have keys. Once discussion was over, Kevin Joyce, a resident of the Town of Plymouth, and part of the disabilities commission spoke up and gave his opinion on the situation. Discussions to fix doors between Cherry Hill and Cherry Hill II for ease of access so that if elevators are down at either building, tenants have access. Nicole suggested posting notices inside and outside of elevator instructions on what to do if the elevator stops working. All agreed. Dave Ward made a motion to check into availability of funds to fix doors. Paul suggested amending the motion to say to authorize monies to be spent from the reserve, if necessary to fix the doors. Second by Jeff Metcalfe. The motion passed on a 5-0 vote.

Update Mount Pleasant School:

Dede suggested we postpone until the representative joins the meeting.

Facilities Manager Modernization Update:

Paul stated he has submitted final documents for electrical upgrade service at Castle Court. We are ready to pay for the Easement but waiting for project to go out to bid. Dede

suggested the Board authorize release of funds for Eversource so that when the job does get underway, he can submit for payment. Dave Ward made motion to authorize, Jeff Metcalfe did second, and members voted 5-0 in favor.

Paul then discussed the emergency gas leak at Castle Hill and how we handled it. He explained the process on how we needed to call emergency plumber and excavator and that Eversource was on site checking gas levels throughout. The subcontractors from the emergency were paid through the budget. Paul suggested to possibly creating a job to replace all the piping in Castle Hill complex. Paul and Chris discussed the pros and cons and process that would need to be done to replace.

Chris then discussed that MacGrey is suggesting an increase the cost of laundry machines at all sites from \$1.25 to \$1.50 due to the increase in cost. The price has not gone up in the past 3 years. On a motion made by Jeff Metcalfe and seconded by Nicole Long, the board voted to allow the increase 5-0.

Chris then told the Board cameras are up and operating fine. We still have a security guard on nights for now. Dave Ward asked if we monitor cameras. Dede told him how the tenants still need to call in if there is an issue as we do not monitor constantly.

Chris then explained the situation at Southfield Community Room HVAC and door replacement. They are unable to proceed the way they originally thought. Chris spoke to DHCD and was advised to reject all bids due to the change in scope of work and re-bid the job. Chris asked the Board if we could reject and re-bid FISH#239073 this spring. Dave made a motion to accept and Russ Shirley seconded. The members voted 5-0 in favor.

Russ Shirley asked previously for the printout regarding the Sun Edison and Eversource accounts. Chris showed the chart to date as to what we pay out vs. what we save each month in this program. Todd Lawson updated the Board on the previous snow storm and the protocol for snowstorms.

Update Mount Pleasant School:

Bill Keohan explained after Town Meeting they did want to move forward with the Mount Pleasant School Project. He stated the Town wanted to conduct an independent study / cost analysis and a feasibility study and gave the proposal cost of each study which were \$6,500 and \$9,500 (two quotes) for independent study and \$16,000 for a more in depth feasibility study. They are going to do an appraisal as well. The reports would take about 3-4 weeks. Bill's question to the Board is would the PHA commit some funds to this process. Doug stated his concern is that what if the Housing Authority does not end up purchasing the property. Bill said it shows the decision makers that the housing authority is stepping up to the plate. Bill then went into detail about the studies and who would be doing them, along with how it would help the appraisals. The Board had questions for Bill regarding the appraisals and how much the CPC and Town would also contribute. The Board agreed that it would benefit us to contribute. Russ made a motion to authorize up to \$5,300 in the budget to contribute to the study. Jeff seconds the motion and the Board voted 5-0 to approve.

Housing Choice Voucher Fair Market Rents:

Dede went over the new 2017 federal rent increase for Section 8 and how we are required to adopt these rents. We can go 10% +/- but if we do, we are not being competitive with the other housing authorities. Jeff made a motion to accept, and Dave second the motion where the Board voted in favor 5-0.

Housing Choice Voucher Utility Charts:

Dede wants to table this until next month.. She explains the reasons and wants to check with Toni as to what month they are on recerts. Jeff made a motion to table the charts and Russ seconded the motion. The Board voted 5-0 in favor.

Dede also explained the Duxbury Housing voted to turn over Section 8 vouchers to Plymouth Housing Authority. She needs approval to notify HUD of this status. Russ made a motion and Nicole seconded to accept the vouchers from Duxbury Housing. 5-0 vote to accept.

Collection Losses:

Dede gave a copy of this to the Board and explained this is written off and it is housekeeping so we are not carrying them at the end of the year and Rich will make an adjustment on the books. We don't lose this money, we just don't want to carry over to next year. These monies are usually paid eventually. Motion to accept loss by Jeff and seconded by Nicole with a 5-0 vote in favor.

Old Business:

Dave Ward brought up how the tenants would like a collection box at the site for them to put rents into. Dede told him we agreed to schedule a time on a certain day, once a month, that an employee would go on site to collect rents. We will start at Cherry Hill and as other sites are interested, we will schedule them as well.

Payables:

Russ had a question on payable for a large sum to Town of Plymouth. Dede told him it was for the water/sewer. Russ then asked about payments in lieu of taxes. On a motion made by Dave and seconded by Nicole, the members voted 5-0 to pay the bills for December 2016.

Dave brought up how we did not give our employees the day after Thanksgiving off this year and how we usually do. Dede did explain how this year it did not come up at Board meeting so she gave option of working or taking a vacation day as it is not an approved holiday. Dave then suggested giving the employees their vacation day back. Russ opposed and said not to go back, just discuss it moving forward.

Next Meeting is scheduled for February 13, 2017.

Dede said to make a note as to where the meeting is being held next month.

Russ asked if we could look into using energy efficient film on the windows at Southfield instead of replacing. Jeff will take a look at the energy code and if it would be applicable.

Adjournment:

Nicole Long made a motion seconded by Jeffrey Metcalfe to adjourn the meeting. The motion passed on a 5-0 vote.

A true record
