

A regular meeting of the Plymouth Housing Authority was held on Monday April 10, 2017 at 9:30 a.m. at 84 Nick's Rock Rd. 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  
Paul Blanchard, Facilities & Modernization Manager  
Chris Plourde, Asst. Facilities & Modernization Manager  
Kelly Higgins, Recording Secretary

**Public Comment:**

A newspaper article was brought to the board stating it is going to be another bad year for gypsy moths. One of the tenants has a tree in front of her apartment that has been attacked. Chris explained a walk through will be done to assess which trees need to be removed. The gypsy moths will be treated with a spray and if any trees need to be removed the tree trimming company will take them down. Chris will figure out how many days Letourneau will need and get them scheduled.

A comment about the orange trash bags in the recycle bins. No one in the complex has orange bags so it has to be someone from outside the development. Dede said that a notice will be posted within the next day.

A comment about power washing the outside window because they are cloudy and hard to reach. The tenants can do the inside but only the tenants on the first floor can wash the outside. Paul said some of the windows can be unhinged so they can be cleaned from the inside. This will be looked into.

A tenant from Castle Court made a comment that the construction that is occurring near the complex have a big white dog that is running around without a leash. Dede stated we will talk to them first to resolve the problem.

Castle Court also has a problem with people parking along both sides of the entrance way. It is causing it to become difficult to get in. The parking has been doubled from the original project, but space is limited. There is a house on the lot the new fire house is going that is available for affordable housing. The house is located on Hedge Rd. and is available for \$1, but needs to be moved to an open lot by this summer or fall.

**Approval of Minutes:**

Members were asked if there were any changes, corrections or omissions to the March 2017 board meeting minutes. Omission of the word "was" under Facilities Manager Modernization Update, the first sentence in the second to the last bullet "Dave was asked the question". Jeff Metcalf made a motion to accept the minutes and was seconded by David Ward. The motion passed on a 5-0 vote.

**Facilities Manager Modernization Update:**

Paul gave an update on the outstanding projects.

- We are looking at permanent adhesive for the stairs in Cherry Hill. We want to make sure whatever is put in is permanent and not a tripping hazard.
- The electric project at Castle Hill is out to bid. The bids are due on April 27 and will be discussed at the next board meeting.
- A/C for the Community Room at Southfield is out to bid. The bids are due on May 2 and will be discussed at the next board meeting.
- Carpet Replacement at Cherry Hill – Has been completed except for an expansion joint. The expansion joint was tapered down on Friday but has not been looked at

with the carpet in place. Chris will look at it before the job is accepted and payment completed.

- Waiting to hear from DHCD's response to automating the doors between Cherry Hill & Cherry Hill II. To whether or not they can provide any money for ADA projects. Dede mentioned an email came out saying DHCD has come up with emergency ADA money, \$250,000 per site. We will look into possibly using that to pay for the whole project.
- Door at High Cliff and Northfield –Only one company provided a bid. Collins Construction came in at \$46,105. Collins has done many projects for housing authorities. Fall River enjoys working with them and highly recommends. A motion was made by Russ Shirley and seconded by Jeff Metcalf to award the contract to Collins Construction in the amount of \$46,105. A vote of 5-0 approved. A motion was made by Dave Ward to authorize the Executive Director to sign any documents for this project and was seconded by Nicole Long. With a 5-0 vote to approve.
- After a lengthy process we have been awarded AIMM designation. This allows us to do projects in house up to \$50,000.00 without having to get approval from DHCD. Chris is working on getting certified as a Massachusetts Certified Public Purchasing Official by the state. He has completed 2 out of 3 courses. The third course is the end of April. He will be able to apply for the certification the end of November once he has been here for 3 years.
- For the past 2 years we have had limited money to do projects because of 2 major unplanned projects that were more expensive then what we thought. Now the money has been freed up we will be able to complete the sliders and then the fans at Northfield and the handicap units at High Cliff.
- The roof at the group home needs to be replaced this fall. It has been funded in the 2017 Capitol Plan.

#### Public Housing Assessment 2016:

Dede brought the assessment to the board's attention. PHA scored a 99% for fiscal year 2016.

#### Advertisement for Clerical and Maintenance:

Dede mentioned that PHA has advertised for 2 full time clerical and 1 full time maintenance. The results will be presented at the next meeting.

#### Old Business/New Business:

Dave asked if anything new has happened with Pleasant Hill. Russ stated he has not heard anything new, but the project should be going out to bid this month.

#### Staff Reports:

Dede read the staff reports on the waiting lists: Elderly/Vet – 401, High Cliff – 228, Northfield – 131, Family 2 bedroom – 317, Family 3 bedroom – 262 and section 8 – 147,000.

#### Payables:

A motion was made by Jeff Metcalf and seconded by David Ward, the members voted 5-0 to pay the bills.

Next Meeting is scheduled for May 8, 2017 at Cherry Hill.

#### 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

---