

A regular meeting of the Plymouth Housing Authority was held on Monday May 8, 2017 at 9:30 a.m. at 128 Court Street. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman  
Jeffrey Metcalfe, Vice Chairman  
Russell Shirley, Commissioner  
Nicole Long, Commissioner

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Todd Lawson, Maintenance Supervisor  
Kelly Higgins, Recording Secretary

Public Comment:

None

Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the April 2017 board meeting minutes. Russell Shirley made a motion to accept the minutes and was seconded by Jeff Metcalfe. The motion passed on a 4-0 vote.

Repair Costs 2017

Todd presented the updated Repair Costs list. The labor charge during business hours is \$35 per hour and after hours is \$57.50 has been added to the price list so there is no questions as to the charge. An hour minimum has been figured for most jobs. If the job takes longer the price reflects the longer labor cost. Russ suggested have the list state if an outside vendor is needed to complete a job. Russell Shirley made a motion to accept the Repair Cost List with the addition of the notation of an outside vendor, Jeffrey Metcalfe seconded the motion. The vote passed with a 4-0 in favor.

Facilities Manager Modernization Update:

Chris gave an update on the outstanding projects.

Cherry Hill - We were awarded \$18,000 to replace the electric doors. The funding is coming from DHCD's Public Housing Compliance Reserve. This will be going out to bid. We were also awarded funding for the A/C in the community room and the exhaust fans. C.A. Crowley Engineers are preparing construction documents and estimates.

Group Home - We were awarded \$20,000 from DHCD to replace the roof. The back part of the roof is the worst, so we have to wait to see what the estimates come in as to whether or not there is enough money for the whole roof.

Southfield - The bathrooms are being upgraded to be ADA accessible. The DHCD is allowing us to use our own funding to replace the windows in the common area and replace the 2 side entrance doors.

Cleaning - The contract with Mayflower Maids is ending on May 26<sup>th</sup>, the maintenance staff will be taking over the cleaning.

Southfield - American Electrical Contractors had the low bid of \$414,000 with 2 alternates. The first alternate is \$25,000 for waterproofing on the exterior and the second alternate is \$40,000 to change the wires to copper. The total construction budget allowed is \$531,000. Waterproofing is more important as that is where the problem has been all along. Russell Shirley made a motion to award American Electrical Contractors the bid of \$414,000 plus the waterproofing alternate at \$25,000 for a total of \$439,000, Jeffrey Metcalfe seconded and a vote of 4-0 in favor. Russell Shirley made a motion that the Executive Director is able to execute the contract, Jeffrey Metcalfe seconded and a vote of 4-0 in favor.

Southfield - The A/C project was sent out for rebid and Kneeland Construction was the low bid at \$76,700. The original budget was \$51,000 however due to the changes is the project it has to go back to DHCD to approve the new budget. The request was made for the board to vote on the award pending DHCD approval to move the project along due to all the delays that have already occurred. Russell Shirley made a motion to award the bid of \$76,700 to Kneeland Construction pending DHCD approval of new budget and was seconded by Nicole Long with a vote of 4-0 in favor. Russell Shirley made a motion that the Executive Director is able to award the bid

upon DHCD's approval of the new budget and was seconded by Jeffrey Metcalfe with a vote of 4-0 in favor.

Chris also mentioned there is a Municipal Grant for ADA improvements is available \$250,000 per project. However the HA is not able to apply it can only be applied for by the town. We are too late to apply for 2017 but we should be able to apply for the 2018. The HA would fill out the application and gather all the required documents for the town to file. Jeffrey Metcalfe made a motion to direct staff to coordinate with the town to create an ADA action plan and was seconded by Nicole Long with a vote of 4-0 in favor.

#### Full Time Employees:

Dede stated that she has finished interviewing for the 2 full time clerical and a decision will be made and presented to the board at the next meeting. Todd has hired a full time maintenance worker, Chris Freeland of Plymouth and he started on May 1<sup>st</sup>.

#### 2017 Model Administrative Plan Revision

Dede presented the revisions to the plan. The vote was tabled until next meeting.

#### Old Business/New Business:

Nicole presented to the board an opportunity with Quincy College and Best of Care to provide the residence to attend the HHA & CNA programs on site with a guarantee a job with Best of Care. Quincy College is will to come and speak to the board about the program and what the cost will be. The program is for the housing authority residents only. Nicole stated she mentioned to Quincy College to include Kingston and Duxbury residents as well. Russell Shirley motioned to express interest in learning more about the program and was seconded by Jeffrey Metcalfe with a vote of 4-0 in favor. Nicole will reach out to her contact and invite Quincy College to the next board meeting.

Russell brought to the board's attention there is current by-law or guidelines in place for LTO. He is will to on the responsibility of creating one and distribute to the Executive Director for the board adopt.

Russell suggested to the board about have the boardroom named after Melvin Cotti for his 35 years as a board member. Dede will talk to the owner of the building about naming the boardroom.

Nicole shared information from her contact at EOEA regarding a survey sent out to the State residents from DHCD.

Russell suggested reaching out to the Selectmen and Affordable Housing Trust to meet with them to open lines of communication with the town. Let them know what we have done for the public and what we can do. Also find out what services we are able to get from them. Douglass recommended wait until after the election.

#### Warrants:

A motion was made by Russell Shirley and seconded by Nicole Long, the members voted 3 - 0 to pay the bills. Jeffrey Metcalfe adjourned early due to personal matters.

Next Meeting is scheduled for June 12, 2017 at Housing Authority Boardroom.

#### Adjournment:

Russell Shirley made a motion seconded by Nicole Long to adjourn the meeting. The motion passed on a 3-0 vote. Jeffrey Metcalfe adjourned early due to personal matters.

A true record

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