

A regular meeting of the Plymouth Housing Authority was held on Monday June 12, 2017 at 9:33 a.m. at 128 Court Street. Plymouth, MA. The following were in attendance:

Present:

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

Dede Riendeau, Executive Director  
Kevin Smith, Best of Care  
Kate Lopci, Quincy College  
Paul Blanchard, Facilities & Modernization Manager  
Chris Plourde, Asst. Facilities & Modernization Manager  
Kelly Higgins, Recording Secretary

#### **Public Comment**

None

#### **Board Reorganization**

David Ward made a motion to keep the board status quo and was seconded by Jeffrey Metcalfe. The vote passed with a 5-0 in favor.

#### **Quincy College & Best of Care – Home Health Aide program**

Katie Lopci and Kevin Smith presented a Home Health Aide program for tenants of Plymouth Housing Authority with guaranteed job placement. This is a new program that is in its second session. The first session had 11 graduates from Quincy Housing Authority. Six of them are currently employed with Best of Care. This program is funded through the LEAP program so it is no cost to those residents who attend. Currently there are 20 in the Home Health Aide program and 35 in ESOL program. Due to many of those who attend are unemployed or underemployed the basics are taught such as: setting up and email, developing a resume and how to be a responsible employee i.e. new hire process, orientation and calling out sick. Once the student has the certificate they can work anywhere as a Home Health Aide. The motion was made by Jeffrey Metcalfe to conduct a survey to see if there is enough interest and look into the LEAP funding and look into including section 8 tenants and was seconded by Russell Shirley. The motion was passed with a 5-0 vote.

#### **Approval of Minutes**

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

#### **Facilities Manager Modernization Update**

Southfield A/C - approved by DHCD. Currently waiting for DHCD to prepare contract and set up pre-construction meeting.

Castle Court Electric - approved and waiting for DHCD to prepare contract and set up pre-construction meeting.

Cherry Hill Door – DHCD approved however because it is over \$10,000 it has to go out to bid. Documents currently are being finalized. Plymouth Bay will be asked to fund the 3 doors at Cherry Hill II. Russell Shirley made a motion for a letter to go to Plymouth Bay from the board with supporting documentation informing them of the progress in the doors and requesting them to take action and was seconded by David Ward. The motion was passed with a 5-0 vote.

Group Home roof - put out to bid and Mike's Construction was the low bid at \$14,200. David Ward made a motion to award Mike's Construction the bid and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Cherry Hill A/C & vent fans – waiting for construction documents and estimates from Crowley Engineer.

Southfield side entrance door – Replacement of 2 metal door has out to bid, results expected at the July meeting.

High Cliff & Northfield Doors – We are waiting for the sample doors to come in and be installed. Then it will take about 4 weeks for the rest of the doors to come in.

### **2017 Model Admin Plan Revision**

This was tabled last meeting so the board could review. Russell Shirley made a motion to approve the revision of the 2017 Model Admin Plan and was seconded by Nicole Long. The motion passed with a 5-0 vote.

### **Budget Revision**

Richard explained the budget revision due to DHCD finding additional money. A motion was made by Jeffrey Metcalfe to accept the revision of 400-1 and was seconded by David Ward. Motion passed with a 5-0 vote. Russell Shirley made a motion to accept the revision of 689 and was seconded by Nicole Long. Motion passed with a 5-0 vote. Russell Shirley made a motion to accept the revision of 59c and was seconded by Jeffrey Metcalfe. Motion passed with a 5-0 vote. Russell Shirley made a motion to accept the section 8 revision and was seconded by Nicole Long. Motion passed with a 5-0 vote. Jeffrey Metcalfe made a motion to accept the affordable housing revision and was seconded by Russell Shirley. The motion passed with a 5-0 vote. Russell Shirley made a motion to accept the Local housing revision and was seconded by Nicole Long. Motion passed with a 5-0 vote.

### **Boardroom Dedication**

Dede suggested considered something to recognize all the long termed board members instead of just one. Doug Gray suggest a 25 year lapel pin and a luncheon. A plaque was also suggested to recognize all the board members and a special recognition of those over 25 years. More information will be gathered and presented at the next meeting.

### **LTO Policy**

The board went through the suggested changes and agreed to change them and bring it as a non-draft to the next meeting.

### **Meeting with the Board of Selectmen Draft Agenda**

There will be an initial meeting to set up a meeting for the Housing Authority to present a 5 slide presentation of what we have done, what we are doing and what we are planning on doing without getting into the minutia. The suggestion was made to set up a meeting to get on the Selectmen agenda.

**Old/New Business**

The original agreement for Payment in Lieu of Taxes was distributed and discussed.

**Warrants**

The bills were discussed. A motion was made by Jeffrey Metcalfe to pay the bills and seconded by Nicole Long. The motion was passed with a 5 -0 vote.

**Correspondence**

A donation was made in the name of Frederick Wirtzburger and a Thank you letter was received and presented to the board.

Next Meeting is scheduled for July 10, 2017 at Southfield Community Room.

**Adjournment**

Jeffrey Metcalfe made a motion to adjourn and was seconded by Russell Shirley to adjourn the meeting. The motion passed on a 5-0 vote.

A true record

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