

A regular meeting of the Plymouth Housing Authority was held on Monday July 10, 2017 at 9:33 a.m. at 105 South Street. Plymouth, MA. The following were in attendance:

Present:

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

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

Public Comment

There were several tenants present for the board meeting. A comment was made about tenants coming out of their apartments dressed inappropriately. Dede asked to be informed privately who the tenant is so she can address the matter.

A tenant was asked about dogs being allowed in the community room. Dede stated that as long as the dog is on a leash it is fine. The question was asked about whose responsibility it is if a dog gets hit by a car due not being on a leash. The board stated it is the responsibility of the dog owner. It was brought to the board's attention there are 3 tenants that let their dogs out without a leash. Also the tenants need to let the Housing Authority know if there are dogs out without leashes so the situation can be corrected. Dede stated she is going to send out reminders to all sites about the leash law.

Approval of Minutes

Members were asked if there were any changes, corrections or omissions to the June 2017 board meeting minutes. Russell Shirley made a motion to approve the minutes of June 12th and was seconded by Jeffrey Metcalfe. The motion passed on a 4-0 vote.

Facilities Manager Modernization Update

Southfield Side Entrance Doors – Shiretown Glass was low bid of \$12,300. The motion to award the bid to Shiretown Glass was made by Jeffrey Metcalfe and seconded by Russell Shirley and was passed with a 4-0 vote.

Group Home roof – There was an error made in the specs which resulted in Mike's Construction final bid increasing by \$3,000. A motion was made by Jeffrey Metcalfe and was seconded by David Ward to approve the new bid increase of \$3,000 to total \$17,200. The motion passed with a 4-0 vote.

Castle Court Electrical Work – The contract has been signed with American Electrical Construction and sent to DHCD for approval. The Preconstruction meeting is awaiting the contract approval.

Southfield A/C - Currently waiting for DHCD to prepare contract and set up pre-construction meeting. A phone call will be made to DHCD to find out what the delay is as this has been out for over a month.

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

Cherry Hill Doors – Project is ready to be put out to bid, waiting on Plymouth Bay. Dede spoke with Michelle at Plymouth Bay and their budget meeting is in September. Dede suggested to get a quote on the 3 doors for Cherry Hill 2 for Plymouth Bay to approve at their meeting in September.

Cherry Hill A/C & vent fans – Still waiting for construction documents and estimates from Crowley Engineer. Crowley Engineer got backed-up with other projects.

Southfield Common room windows and sliding doors – The drawings and specs are being completed. The project will be put out to bid within the month for the project to start in the fall.

High Cliff & Northfield Doors – The sample door were ordered and they came in completely wrong. New measurements were made and new submittals are due in this week and new doors will be ordered and arrive about 2 weeks.

2017 Capitol Fund Amendment

Dede explained to the board the Capitol Fund Amendment has been sent to the Town of Plymouth to be signed and once received will be forwarded to HUD. Once all the paperwork

has been received by HUD the money will be released. The motion was made to authorize the Executive Director to sign the Amended Capitol Plan by Russell Shirley and seconded by Jeffrey Metcalfe. The motion was approved with a 4-0 vote.

LTO Policy

All the changes have been made to the LTO Policy and presented to the board. The motion was made to accept the LTO Policy as presented Jeffrey Metcalfe and seconded by Russell Shirley. The motion was passed with a 4-0 vote. The Policy will be sent to DHCD for acceptance.

Collection Losses

Dede presented to the board a list of rents that have not been paid. It was explained that the amounts the chapter 200-1 are under court agreement and are expected to be paid back. The families will not be allowed to move into any public housing until it is paid off. The motion was made to write off the amount of \$11,074.55 by Russell Shirley and was seconded by David Ward. The motion was passed with a 4-0 vote.

Old/New Business

Meeting with the Board of Selectmen

Dede has not been able to connect with Derrick to set up the pre-meeting for the board of Selectmen. She will be going to the town hall this week and will stop by to talk to him.

Home Health Aide Training

Dede is working with Nicole to customize a survey to gather information about interest from the family tenants.

Board Member Recognition

Dede mentioned to the board to option of having two separate plaques, one for the over 25 years served and the other for all the members. The board has decided to keep with one plaque and do different color plates to identify those who have served over 25 years. Russell Shirley also suggested have a picture taken of the current board at the next meeting. The picture will be hung at the PHA office so the tenants are able to identify who the current board members are.

Warrants

A motion was made by Jeffrey Metcalfe to pay the bills and seconded by Russell Shirley. The motion was passed with a 4 -0 vote.

Next Meeting is scheduled for August 14, 2017 at Plymouth Housing Authority Boardroom, 130 Court Street.

Adjournment

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

A true record
