

A regular meeting of the Plymouth Housing Authority was held on Monday August 14, 2017 at 9:33 a.m. at 130 Court Street. Plymouth, MA. The following were in attendance:

Present:

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

Paul Blanchard, Facilities & Modernization Manager  
Chris Plourde, Asst. Facilities & Modernization Manager  
Kelly Higgins, Recording Secretary

### **Public Comment**

There were two tenants from Castle Court present for the board meeting. A notice was given a few weeks ago to all the tenants of Castle Court saying they had 6 days to remove anything they were storing in the basement electrical room. Many of the tenants threw their belongings out because they had no place to store them. Other tenants have put their belongings on the back porch or in their apartments. A motion was made by David Ward and seconded by Russell Shirley to analyze the basements to set up shelving for seasonal storage and if building storage is not possible look into providing storage container and also providing assistance to those who need help in move their belongings. The motion passed with a 5-0 vote.

A comment was made about the snow removal of the back doors and walks at Castle Court. Paul explained that PHA is looking into getting a new Ventrac sidewalk snow tractor hopefully this fall.

The non-smoking policy was brought up in regards to tenants telling on other tenants who are still smoking on the property and in their apartments. The tenants feel that telling on one another will only create a hostile living environment. The board stated there will be additional notices posted and that this is a work in progress.

### **Approval of Minutes**

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

### **Facilities Manager Modernization Update**

Cherry Hill Automated Door - There were no bids. We are extending the bid date and resoliciting the contractors.

Cherry Hill exhaust – Healthy Air Solutions was the only bidder with a bid of \$24,900. A motion was made to accept the sole bidder with a bid of \$24,900 and award them the contract was made by Jeffrey Metcalfe and seconded by David Ward. Motion passed with a vote of 5-0.

Group Home Roof –Mike’s Construction finished the job well ahead of time and did a great job. The motion was made to release the retainage of \$860 by Russell Shirley and seconded by Jeffrey Metcalf. The motion passed with a 5-0 vote.

Single Family Home Repaving – The sole bidder was CMC Paving in the amount of \$5,800. We have used them before and were happy with the work. The motion was made to award the contract to CMC Paving for 12 Hughes Street in the amount of \$5,800 by Jeffrey Metcalfe and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Cherry Hill A/C – Bids were received and returned due to incorrect spec by the engineer. We are resoliciting contractors and an addendum was issued with the corrected specs and extending the bid date.

Side Doors at Southfield – Still waiting for the submittal from Shiretown Glass on the doors as they are a special order. The submittal is expected within the month.

Castle Court Electrical – This is a large project which started about 3 weeks ago and should take about 120 days.

Southfield Community Room A/C – Kneeland Construction was given the notice to proceed with a completion date of October 8<sup>th</sup>.

High Cliff and Northfield sliding doors – The submittals were received and now are waiting for a few corrections. This project should start in late September. Once the schedule has been approved the tenants will be notified.

Olmsted painting – The project to paint 28/30 Olmsted Terrace was put out to bid and there was no response. The bid date has been extended until August 24<sup>th</sup>.

Paul confirmed with the town engineer, Allerton Street is being repaved this year. The Cherry Hill back parking lot will be repaved at the same time. Until then the holes will be patched.

The question of the savings PHA is receiving from the solar farm was asked at the last meeting. Paul researched and the net saving \$3,274 it is a 26% savings in 2017.

### **Old/New Business**

Quincy College Survey was mailed out to gather information about interest. Of the 40 surveys mailed out only 3 were returned. Of those three no one was really interested in the program. Douglas asked if there was another way to present this information. Nicole suggested getting back in touch with Kevin from Best of Care and Kate from Quincy College to have an informational presentation for the family developments. Nicole is willing to reach out and to have them attend the next meeting.

Plaque for the past board members was presented. The suggestion was made to add either a board or asterisks to those who have served over 25 years. The company the plaque was ordered from will be contacted to see if they are able to add to the name plates.

Jeffrey attend the Affordable Trust meeting in Russell’s absence. Through the Office of Economic Development there is a Community Development Block Grant that is Federal monies. They have just under 1 million dollars they need to spend before April 2018. This money can only be used for renovation not new construction. When a developer builds a new development they are obligated to have so many affordable units or they can pay into a fund. To date there is \$857,990 available that can be used for new construction and renovations. The CPC has \$1.5 million available for Historical, Recreational and Affordable housing. Jeffrey has talked to Connie Melahoures from Plymouth Task Force about the

houses in Manomet and working on this project together. The board agreed to invite Connie to the next meeting to discuss the possibility of working together on the Manomet project.

Russell received an email from the state representative with a complaint from a person on the waiting list saying she is not getting any response from the housing authority as to where she is on the list and now she is homeless.

**Warrants**

A motion was made by David Ward to pay the bills and seconded by Nicole Long. The motion was passed with a 5 -0 vote.

Next Meeting is scheduled for September 11, 2017 at Plymouth Housing Authority Boardroom, 130 Court Street.

**Adjournment**

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

A true record

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