

A regular meeting of the Plymouth Housing Authority was held on Monday September 11, 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

Dede Riendeau, Executive Director
Chris Plourde, Asst. Facilities & Modernization Manager
Connie Melahoures, Plymouth Task Force
Bill Keohan, Community Preservation Committee
Kelly Higgins, Recording Secretary

Public Comment

There were four tenants from Castle Court present for the board meeting. A tenant informed the board the tenant above her is smoking marijuana and is coming down into her apartment and effecting her health. The police were called and they said the tenant need to call the Housing Authority. Russell explained that there is an item on the agenda that will cover the smoking in tenant's apartments. Russell asked if the Smoking Policy was part of their lease. Dede explained the policy is an amendment to their lease that must be signed

A comment was made about the working being done at Castle Court and the contract company leave open trenches without being marked. The tenant also claimed they were not notified this was going to happen. Chris explained that he personally went to Castle Court and posted notices on everyone's door. The trenches cannot be covered over until the work has been inspected, but everything was taped off. Chris said he would go by to look at the condition of the area.

A comment about the dumpster and how people from the community are dumping their trash there. The fenced in area is always a mess with furniture and trash outside of the dumpster. Women are afraid to go into the dumpster area due to all the clutter and not knowing if someone is in there. It was also mentioned someone is urinating in the fenced in area. The board suggested to remove all the doors on the dumpster fence and to look into put a camera observing the dumpster.

A comment about the doors not being shut all the way so people can come in and out without a key. The tenants are leaving the door open and people are sleeping on the couches in the community room. David suggested getting a temporary security to observe and get more details as to what is going on. David Ward made a motion to put temporary security at Castle Court overnight and a camera at the dumpster and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Approval of Minutes

Members were asked if there were any changes, corrections or omissions to the August 2017 minutes. David Ward made a motion to approve the minutes and was seconded by Jeffrey Metcalfe. The motion passed on a 5-0 vote.

Quincy College – Home Health Aid Program

Nicole informed the board she had spoken to Kevin at Best of Care and he was trying to get a hold of Kate at Quincy College. He was going to set up a presentation about the employment portion of this program. Kevin is willing to do site presentation or whatever the board would like. Nicole will talk with him to confirm site presentations.

Facilities Manager Modernization Update

Southfield Side Entrance – Shiretown has sent in submittals and it has been accepted and the doors are on order.

Castle Court Electric – The pipes for the conduit has been laid. They still have to put the man-hole in. The feed will come in through the man hole into building 5 switchboard and then out to the other buildings. When the pipe for the conduit was laid we had them lay an extra 2-inch pipe in case something comes up. Chris will be talking to contractor about the safety concern that were brought up earlier and make sure everything is addressed. The project should be completed within the next few weeks. All the trenches will be filled and the street repaved.

Castle Court Storage – Community room has a big basement that racks can be set up in and spaces assigned to each tenant. There will be used only for seasonal storage. There is enough space for each tenant to have 2 totes. The tenants will pack the totes and the maintenance workers will put them on the racks in the basement. It will be a secure location no tenant will be allowed. There is also an idea of attaching something to the wall on everyone's deck for things like scrappers and shovels. Jeffrey Metcalfe made a motion to move forward with the racks and totes for storage and was seconded by Nicole Long. The motion passed with a 4-0, Russell Shirley had to step out of the meeting.

Southfield Community Room A/C – The submittals were accepted and the material ordered. Everything is ready to start.

Cherry Hill/Cherry Hill II – Doors – The bid from L & S Doors is in and the price is Cherry Hill II side \$13,567.98 and Cherry Hill side \$12,429.22 for a total of \$25,997. David Ward made a motion to go forward with the bid and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Cherry Hill – Community Room A/C – MM Environment was the low bid of \$22,269. Chris has left messages for the reference, but feels everything will be fine as we have used them before. Jeffrey Metcalfe made the motion to award the bid to MM Environmental pending the outcome of the references and was seconded by Nicole Long. The motion passed with a 4-0 vote.

Cherry Hill - Exhaust fans – Waiting for Health Air Solution to return the signed contracts and submittals then this project will begin.

28/30 Olmsted – Exterior Painting – HH Restoration was low bid of 4,500. Motion was made by Jeffrey Metcalfe to award the contract to HH Restoration and was seconded by Nicole Long. Motion passed with a 4-0 vote.

Cherry Hill – Carpet – Capitol Carpet has completed the job and fix everything on the punch list. The final payment needs to be approved. Nicole Long and the motion to release the final payment of \$1,919.65 and was seconded by David Ward. The motion passed with a 4-0 vote.

12 Hughes – Paving – CMC Paving was the sole bidder at \$5,800. Motion was made by Jeffrey Metcalfe to award the bid of \$5,800 to CMC Paving and was seconded by Nicole Long. Motion passed with a 4-0 vote.

Southfield – Windows – Drawing and specs are currently being developed.

Old/New Business

Pet Committee – Sign-up sheets were posted at all the sites for people to join the Pet Committee. There was only one person who signed up so the Housing Authority will continue to deal with problems with the pets.

Manomet Project with Plymouth Task Force – Jeffrey Metcalfe presented going into partnership with Plymouth Task Force and CPC to manage the existing house and build and manage a new building in Manomet for affordable housing. A motion was made by Russell Shirley to accept going forward with Plymouth Task Force and CPC housing project. And was seconded by Jeffrey Metcalfe. Motion passed with a 5-0 vote. A motion was made by David Ward to have Jeffrey Metcalfe be the Housing Authority representative in this project and was seconded by Russell Shirley. Motion passed with a 4-0 vote, Jeffrey abstained.

Fresh Air Sensor – Dede presented to the board a company starting a Pilot program for smoking sensors. A motion was made by Jeffrey Metcalfe to proceed with getting more information about participating in the Fresh Air Sensor Pilot program and was seconded by David Ward. Motion passed with a 5-0 vote. Dede has asked the company to come and talk to the board about the program. Dede will also let the accountant know the cost of this sensor

Certified Public Purchasing Officer - Chris has passed his certification.

Reappointment of State Seat – Nicole Long has been reappointed until 2022.

ACOP/Admin Plan Revision 2017 – Jeffrey Metcalfe made the motion to accept the changes and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Warrants

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

Next Meeting is scheduled for October 16, 2017 at High Cliff at 23 Prince Street.

Adjournment

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

A true record
