

A regular meeting of the Plymouth Housing Authority was held on Monday October 16, 2017 at 9:30 a.m. at High Cliff 23 Prince Street. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman (left early)

Jeffrey Metcalfe, Vice Chairman

David Ward, Treasurer

Russell Shirley, Commissioner

Dede Riendeau, Executive Director

Chris Plourde, Asst. Facilities & Modernization Manager

Richard Conlon, CPA

Patricia Grace, Attorney

Chris & Matt, FreshAir

Kelly Higgins, Recording Secretary

Public Comment

Tenant from Castle Hill asked if a sign can be posted saying not to park on the sidewalk. On more than one occasion someone has parked on the sidewalk for five nights in a row, or they straddle the sidewalk. Paul will look into posting a sign.

Tenants from Castle Hill stated they have seen people from outside the development bring their branches and yard waste and dumping it. The board suggested to have trail cams put up with sign stating there is no dumping allowed. Paul will look into requesting a formal bid.

A Castle Hill Tenant has asked if there is a way to have the closet in the community room locked so the Salvation Army can store the tenant's food until the tenant can get it. People have taken food that belongs to someone else and locking the closet door would help. Paul will look into getting a lock for the door with keys for who needs them.

Approval of Minutes

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

Facilities Manager Modernization Update

Castle Hill – Electrical – Waiting for Eversource to complete their portion so the rest of the project can be finished.

Southfield – Doors – Shiretown will be installing the doors the week of October 23rd.

Castle Hill – Storage – Ready to install the shelving for the tenant storage totes. Everyone will be assigned 4 totes and maintenance will be the only ones allowed in the storage room.

Cherry Hill/Cherry Hill 2 – Doors – Plymouth Bay does not have funding available for the 3 doors on the Cherry Hill 2 side. Jeffrey Metcalfe made a motion to ask permission of Plymouth Bay to install the 3 doors and was seconded by David Ward. The motion passed with a vote of 4-0. Jeffrey Metcalfe made a motion to set up a payment plan with Plymouth Bay to be paid in 18 months and was seconded by David Ward. Motion passed with a vote of 4-0.

Cherry Hill – Exhaust Fans – The fans are in and should be back in operation within the next week.

Cherry Hill – Community room AC – The low bidder was late returning the contract and is refusing to set up a construction meeting until they finish their current job and after Thanksgiving. Russell Shirley made a motion to give the construction company 2 weeks to schedule & have the pre-construction meeting and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Northfield – Sample Doors – The doors should be in this week and installed.

Douglas Gray left at 10:30 am.

FreshAir Pilot Program

Chris explained to the board the rolling out the pilot program to Housing Authorities. Units cost \$60 with free 6 month monitoring with no obligation. The units retail cost is \$120 and \$4 per month for monitoring. Russell Shirley made a motion to have the pilot program put on the budget for next year and was seconded by David Ward. Motion passed with a vote of 3-0.

Budget Revision 2017

Rich Conlon explained to the board the budget revision. Russell Shirley made a motion to accept the revision as it was explained and was seconded by David Ward. Motion passed with a 3-0 vote.

Capital Fund

Rich Conlon explained to the board the Work Plan 500-1 amendment 5. Russell Shirley made the motion to accept the changes as explained and was seconded by David Ward. Motion passed with a 3-0 vote.

Manomet Project – 574 State Road

The appraisal was being done by the CPC by Bill Koehan and is underway. The Drawings and Outline Spec were updated to reflect PHA input. Two Bids were solicited from A.M Fogarty and Construction Cost Engineering of Boston - Building Construction Cost Estimators. AM Fogarty bid was - \$5,500.00 and C2E bid was \$3,590.00. Russell Shirley motioned and David Ward seconded to provide funds not to exceed \$5,500.00 and to accept C2E's bid. They will provide a % increase for Prevailing Wages over Open Shop bidding. Discussion also took place regarding additional items for a "Pro-Forma", i.e. Architectural & Engineering fees, etc. are being gathered.

Warrants

A motion was made by Russell Shirley to pay the bills and seconded by David Ward. The motion was passed with a 3 -0 vote.

Next Meeting is scheduled for November 13, 2017, Dede will call NAHRO about having a meeting in a conference room at the hotel before the conference.

Adjournment

Jeffrey Metcalfe made a motion to adjourn and was seconded by David Ward. The motion passed on a 3-0 vote.

A true record
