

A regular meeting of the Plymouth Housing Authority was held on Monday November 13, 2017 at 8:00 a.m. at Hotel 1620, 180 Water 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
Kelly Higgins, Recording Secretary

Public Comment

Tenant from Castle Hill asked how the signs for no parking is going. Dede stated they were going to wait until the spring. There is a car that has parked on the sidewalk with a dog in the car for 5 nights in a row. Douglas suggested to get in touch with the fires department to get their support. Russell Shirley made a motion to have the no parking signs posted with verbiage that violators will be towed and was seconded by David Ward. Motion passed with a 5-0 vote.

A Castle Hill Tenant has asked about the lock for the closet door. Todd mentioned that he has the lock and as soon as he makes keys they will be given to whom they need to go to.

The electrical project at Castle Hill they still have not patched the holes in the road. They are expected to finish up and the holes filled.

Approval of Minutes

Members were asked if there were any changes, corrections or omissions to the October 2017 minutes. Douglas Gray made a correction on the adjournment vote being 3-0. Russell Shirley motion to approve the minutes and was seconded by Jeffrey Metcalfe. The motion passed on a 4-0 vote, Nicole Long abstained.

Facilities Manager Modernization Update

Castle Hill – Electrical – Eversource has completed their end and American Electrical Construction has continued with pulling the new wires and making the new connections. They are waiting to finish the landscaping and path the roads until the wire pulling is completed.

Southfield – Doors – Shiretown has completed the installation of side entrance doors, we are waiting for the final invoice.

Southfield – Community AC – Carpenter is completed and the HVAC and electrical is almost complete.

Cherry Hill/Cherry Hill 2 – Doors – We are still waiting on Cherry Hill II's official response. An email from Joan on October 26th says they will send the response as soon as they finalized it.

Cherry Hill – Exhaust Fans – The work is completed and final walk thru was performed. There are a couple of punch list items that need to be completed. The motion was made by

Jeffrey Metcalfe to approve the certificate of substantial completion dated 10/31/2017 and was seconded by Nicole Long. Motion passed with a vote of 5-0.

Cherry Hill – Community room AC – The pre-construction meeting was held on 10/30/17. A notice to proceed was issued which would give them until 12/20/17 to complete the work.

Northfield/High Cliff – Sample Doors – There was a meeting on Friday 11/10/17 with Collins Construction as he is past the deadline for the project. Chris requested the contractor send a letter describing the delay. If the letter does not give a good enough then we can remove him and start over. At the end of the project a report will be sent to DHCD.

12 Hughes – paving – The work was completed on 10/18/17, we are waiting on the final invoice.

Allerton Street – Pot Holes – The town is now waiting until next year to finish paving. The driveway will be addressed before the next meeting.

BluWave - New solar field contract, cash payment in lieu of electric credit. Contract is being evaluated by legal counsel. Russell Shirley made the motion in contingent to DHCD review and Fairhaven's legal counsel the Housing Authority is willing to sign on with BluWave and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Maintenance Updates

October 30th Storm – Castle Hill lost the sewer pumps. The pit was dumped a few times during the day. The overflow emergency cesspool was clogged but is now cleared. Eversource came the next day and fixed the line.

Open Units – there are 7 units open and are in the process of being made ready. One of the apartments had a smoker living there for 10 years. The apartment is a complete mess, everything has to be replaced. Dede has spoken with legal counsel and we will be going for damages.

Cleaning of the buildings – Cleaning occurs twice a week and everything has been going very well. The tenants like to see the works. Todd has been having the workers do preventative maintenance of the Boilers & Furnace with the pumps on the leaks are easier to find. Batteries in the smoke detectors and CO2 detectors have been changes. Two of the workers have hoisting licenses so cleaning the gutters have been done in house. All the light bulbs are being changed over to LED lights.

Recycling Program – High Cliff – The fire department does not like the location of the recycle program. The storage of the fuel and equipment is a fire hazard. If the recycling is moved outside the building it has to be 75 feet away from the building. Russell Shirley made a motion to suspend the recycling program at High Cliff until there is a solution and was seconded by David Ward. The motion passed with a 5-0 vote.

Time Capsule

The Town Hall has moved and they have invited the Housing Authority to put something in the time capsule to be opened in 50 years. The board has agreed to put information about the housing programs, waiting lists, past Board Members and staff.

Best of Care/Quincy College

Nicole has spoken with Kevin at Best of Care. He has come up with more specific presentation and training. Russell Shirley made a motion to endorse the program and training and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Agenda

Russell Shirley would like to have bullying among the tenants addressed. He would like this an action plan 2018.

Election -

There is no solution for Spring 2018. Doug' appointment needs to be made more permanent.

Manomet Project – 574 State Road

The appraisal is on its way. Jeffrey is still working on gathering prices and fundings.

Warrants

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

Next Meeting is scheduled for December 11, 2017, at Court Street Board Room. There will be a luncheon in honor of the past board members.

Adjournment

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

Document Issued:

Minutes November 13, 2017

Facility Manager Update

Document for the Town of Plymouth Time Capsule 2067

Warrants

Town of Plymouth Fire Department Inspection Report – High Cliff

HUD email 11/6/17 Public Housing Assessment System Score 2016, 99%

DHCD email 11/9/17 Status Update Tenant Elections in Towns

MassNAHRO email 11/8/17 Delay of FY 2018

Quincy College/Best of Care Home Health Aide Training Information

November 2017 Staff Reports

A true record
