

A regular meeting of the Plymouth Housing Authority was held on Monday December 11, 2017 at 8:00 a.m. at 130 Court Street. Plymouth, MA. The following were in attendance:

Present:

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

Dede Riendeau, Executive Director
Kenneth Tavares, Chairman, Board of Selectmen
Paul Blanchard, Facilities & Modernization Manager
Chris Plourde, Asst. Facilities & Modernization Manager
Todd Lawson, Maintenance Supervisor
Kelly Higgins, Recording Secretary

Public Comment

Russell Shirley asked about the public comments from last meeting in regards to closet door lock, no parking signs and the electrical work at Castle Court.

Chris informed the board the no parking signs have been posted.

The road paving is complete but there is another hold up with Eversource. American Electric has run the new lines however Eversource has not run the power from that point to Court St. American Electric has offered to back feed the lines do they can continue to work but it would cost more money and require a change order. We have requested a quote for the work to see what it will cost. In the meantime, Russell suggested to have a letter sent from the board to Eversource explaining our dissatisfaction copying DHCD, Plymouth Board of Selectmen and Department of Public Utility and State Delegation.

The door lock has not been installed due to not knowing who needs to get a key. The lock will be installed and anyone who needs a key will have to fill out a form.

Russell spoke to the town clerk about the election and there is no one from the board up for election. The charter states that Selectmen can reappoint Douglass. The board has requested a copy of the charter.

Dede informed the board the state has not come up with the budget guideline. The budget will be ready by January or February for the board to go over.

Approval of Minutes

Russell Shirley motioned to accept the minutes for November 13, 2017 and was seconded by Jeffrey Metcalfe. The motion passed with a vote of 4-0.

Maintenance

REAC – The inspection was held on last Monday 12/4 and the housing authority received a score of 88. The inspection was of the Federal sites: Northfield 6 apartments and High Cliff 16 apartments. There were no safety issues in the buildings. There is a walkway that needs to be fixed due to the tree roots. The Housing Authority is a High Performer.

Facilities Manager Modernization Update

Castle Court – Electrical – American Electrical Construction has completed their exterior work and has pulled the new wires into the building. They are waiting once again for Eversource to finish connecting the lines from Castle to Court Street. The contractor is waiting to go into the units and will continue once the power is online.

Southfield – Doors – New doors are installed and are able to be upgraded to card readers for future use.

Southfield – Community AC – Carpentry is completed and the HVAC and electrical work is nearing completion. There has been issues with both sub-contractors and Kneeland has hired new ones.

Cherry Hill – Community Room – MM Environmental, we held the pre-construction meeting on Monday 10/30/17 and issued a notice to proceed. They have started the work and have until 12/20/17 to complete everything. There is already a lead-time issue on the indoor units so there will be an extension to approve.

Cherry Hill – Potholes – Our Maintenance staff will be repairing the potholes up on Allerton Street to get us through the winter. The whole area will be repaved under the town's contract in the spring/summer.

Cherry Hill I & II – Doors – We received a response from Plymouth Bay and they would like to only deal with the board. They are unable to budget the doors at this time. A motion was made by Jeffrey Metcalfe to have a conference call at the January meeting with the board of Plymouth Bay and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

Lead Paint Certificate

Paul brought to the board to vote to sign the Lead Paint Certificate for 2017. The motion was made by Jeffrey Metcalfe and seconded by Russell Shirley. The motion passed with a 4-0 vote.

Capital Fund

Chris reviewed that the Capital Plan for the next 5 years and explained there would be no emergency funding available. Russell Shirley made a motion to accept the 5 year plan and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Blue Wave

Still waiting for a response from DHCD and legal counsel if the proposal is legitimate.

Manomet Project – 574 State Road

A P&S has been drafted, however this does not tie the Housing Authority to the project until the appraisal has been completed. The Board of Selectmen would be interested in supporting the project.

Smoking Policy Addendum

Dede presented to the board a draft of the smoking policy addendum. She explained there is a security company patrolling High Cliff. The reports the security company gives indicates when there is smoked smelled outside of an apartment. Dede has spoken with legal counsel and came up with an addendum with violation consequences. The first warning would be written. The second would be the installation of a smoking detecting system. Dede is talking to Federal legal counsel on the proper language for the addendum.

2018 Bullying

Russell would like to address the bullying situation during 2018. Nicole mentioned the supportive housing office has reached out and had presentations for the tenants. Together Russell and Nicole will draft a presentation and policy on bullying. Russell Shirley made a motion to have bullying be a focus for 2018 and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Modernization Consultant

Paul Blanchard has given his resignation. He will be retiring the end of December. An ad will be placed for 2 positions in the modernization department.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

Jeffrey Metcalfe motioned to pay the bills and was seconded by Nicole Long. Motion passed with a vote of 4-0.

Next Meeting is scheduled for January 8, 2018, 8:30 am at Court Street Board Room.

Adjournment

Jeffrey Metcalfe made a motion to adjourn and was seconded by Nicole Long. The motion passed on a 4-0 vote.

Document Issued:

Minutes November 13, 2017
Facility Manager Update
December 2017 Staff Reports
NAHRO December New Letter
Chatter Box
2018 Planners

A true record
