

A regular meeting of the Plymouth Housing Authority was held on Monday January 8, 2018 at 9:30 a.m. at 130 Court Street. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman  
David Ward, Commissioner  
Nicole Long, Commissioner  
Russell Shirley, Commissioner

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Todd Lawson, Maintenance Supervisor  
Kelly Higgins, Recording Secretary

### **Public Comment**

The door lock has been installed on the closet door in the Castle Court community room. People who need to get access to the closet will need to come to the Court Street office and fill out a form with a reason for needing access.

A resident commented there was a sign on the laundry room door at Castle Hill asking the Housing Authority to salt and sand between the cars.

### **Approval of Minutes**

Russell Shirley motioned to accept the minutes for December 11, 2017 and was seconded by David Ward. The motion passed with a vote of 4-0.

### **Maintenance Update**

January 4<sup>th</sup> Storm – The driveways were completed first to allow access for emergency vehicles. A few sites people were asked to move their cars to clean the parking lots. Most moved but not everyone even when he went door to door asking people to move their cars. It has been recommended to the tenants if they are not using the car to park it off site if possible when a storm is expected. Todd suggested to have a reverse call message for the tenants to move their cars after a snow storm.

### **Facilities Manager Modernization Update**

Castle Court – Electrical – The draft letter to Eversource is completed and an email was sent to Kathy White at Eversource. She responded just before the meeting. She explained that due to the weather nothing is going to get done fast. Chris informed her that the whole project was paid for back in 2016 and nothing was done during the summer when the weather was good. American Electrical has completed their exterior work and has pulled the new wires into the building. They are waiting for Eversource to finish connecting the main line from Court Street to Castle Street. The contractor is waiting to go into the units and will continue once the power comes online. Russell Shirley made a motion to send the letter but copy Mass Department of Public Utilities, our Legislators, Board of Selectmen and DHCD, seconded by Nicole Long. Motion passed with a 4-0 vote.

Southfield – Community AC – The new electrician has been brought on and there are two components missing from the plans and specs that are a manufacturers and code requirements. We will need board approval on both Change Orders for the completion of the project. Change Order #1 is to add a disconnect switch for the branch box with an increase of \$643.46. Change Order #2 is to add a convenience plug to the outdoor unit with an increase of \$407.71. Russell Shirley made a motion to allow the change orders to be signed contingent on the electrical work is required and was seconded by David Ward. Motion passed with a 4-0 vote.

Cherry Hill and Cherry Hill II – Automatic Door openers- Request for Reasonable Accommodation – Plymouth Bay would like to know why the board has requested a conference call. Plymouth Bay is requesting a formal letter sent from our board explaining what the conference call will be about. Dede suggested going back to options. The housing Authority will pay and do the job and Plymouth Bay will have 2 years to pay back the amount.

Cherry Hill – Community room A/C - MM Environmental, we have run into significant issues with this contractor not putting the right equipment in and not following proper protocol. Chris is in discussion with the engineer and DHCD to handle the situation and make sure we continue to hold the contractor accountable. DHCD states we cannot just throw him out as long as he follows through with corrections.

Cherry Hill – Exhaust - Job is completed. However, there is one item on the punch list the needs to be fixed before the certificate of completion can be voted on.

High Cliff & Northfield – Doors – We are proceeding per the new schedule and weather permitting. There is a change order credit of \$1008.64 as one tenant had a new door put in a few years ago. Dave Ward made a motion to approve the change order credit of \$1008.64 and was seconded by Nicole Long. Motion passed with a 4-0 vote.

CIP – The five year plan submitted and waiting for DHCD approval.

#### **Lead Paint Certificate**

Chris explained the Lead Paint Certification needs to be approved every year. Russell Shirley made the motion to sign the Lead Paint Certification seconded by David Ward. Motion passed with a 4-0 vote.

#### **Blue Wave**

DHCD and the Legal Counsel has approved the offer. The monies will be kept for reserves for now until DHCD says otherwise.

#### **Tenant Board Member Survey**

Dede and the board discussed the survey. Russell Shirley made a motion to accept the survey as discussed and seconded by Nicole Long. Motion passed with a 4-0 vote.

Russell Shirley left at 10:30am

#### **Fair Market Rents/Utility Allowance**

Dede presented the board with the new Fair Market Rents and Utility Allowance for 2018. David Ward made a motion to accept the Fair Market Rents effective 1/1/2018 to be implemented 3/1/2018 and was seconded by Nicole Long. Motion passed with a 3-0 vote. David Ward made a motion to accept the Utility Allowance effective 1/1/2018 to be implemented in 3/1/2018 and was seconded by Nicole Long. Motion passed with a 3-0 vote.

#### **Smoking Policy Addendum**

Dede spoke with legal counsel because several people at Cherry Hill are complaining about the smoking. There is a meeting scheduled at the site on January 23, 2018 to discuss the smoking policy.

#### **Modernization positions**

The ads for the consultant and clerk will be posted this month.

#### **Budget Guidelines**

DHCD just released the budget guideline for fiscal year 2018. The new budget should be ready by the February meeting.

#### **Staff Reports**

Dede reviewed the staff reports with the board.

#### **Warrants**

David Ward motioned to pay the bills and was seconded by Nicole Long. Motion passed with a vote of 3-0.

Next Meeting is scheduled for February 12, 2018, 8:30 am at Court Street Board Room.

#### **Adjournment**

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

#### **Document Issued:**

Minutes December 10, 2017  
Facility Update  
Tenant Board Survey  
Fair Market Rent/Utility Allowance  
December 2017 Staff Reports

A true record

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