

A regular meeting of the Plymouth Housing Authority was held on Monday February 12, 2018 at 9:30 a.m. at 130 Court Street. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman
Jeffrey Metcalfe, Vice Chairman
David Ward, Commissioner
Nicole Long, Commissioner

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

Public Comment

Judith Fitzgerald of Northfield had several areas of concern for the board. One of the concerns is the parking and there not being enough spots. She also made a comment about there being ceiling fans in the hallways. Chris explained there has been several emergencies that causes capital projects are pushed out. She then mentioned that donuts were served at coffee hour and anyone that attended got the donuts and no one else. Dede explained that the donuts were only for coffee hour attendees. She also complained about people sleeping in their underwear. Dede stopped her and explained that she needs to bring issues to her not the board for the first time. Douglass suggested Dede and Judith set up a meeting to discuss her issues.

Approval of Minutes

David Ward made a motion to accept the minutes from the January 8th meeting and was seconded by Nicole Long. The motion passed with a 3-0 vote. Jeffrey Metcalfe abstained.

Facilities Manager Modernization Update

Castle Court – Electrical – Eversource has installed the new transformer and working to run the new lines. An update received on Thursday 2/8/18 stated the preliminary work will be completed next week and finish up early March. There will be a meeting with American Electrical and the engineer to regroup for the remainder of the project once Eversource is completed.

Southfield – Community AC – Kneeland Construction continues to run into problems but are about complete. They had issues with the HVAC and electrical subs, but everything is back on schedule. Jeffrey Metcalfe made motion to approve the Change Order #3 for a no cost time extension of 115 days and was seconded by Dave Ward. Motion pass with a 4-0 vote.

Cherry Hill and Cherry Hill II – Automatic Door - Request for Reasonable - A letter was sent to PBHC board. There has been no response at this time.

Accommodation –Cherry Hill – Community room A/C - A site meeting was held with all parties involved and everything is back on track. Contractor fixed all that was incorrect and has provided the correct information to proceed. David Ward made a motion to approve the Change Order #1 for a no cost time extension and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Cherry Hill – Exhaust - Healthy Air Solutions has finished. Jeffrey Metcalfe made a motion to approve the Certificate of Final Completion and was seconded by Nicole Long. Motion passed with a 4-0 vote. David Ward made a motion to release the retainage of \$1245 and was seconded by Nicole Long. Motion passed with a 4-0 vote.

High Cliff & Northfield – Doors – Waiting for break in the weather to install the sample doors so the remaining doors can be ordered and installed.

Year End Reserves/Reports & Comparatives

Dede reviewed with the board the Year End Reports. David Ward made a motion to approve the Year End Reserves and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote. Jeffrey Metcalfe made a motion to accept the Year End Report narrative and salaries and was seconded by Nicole Long. Motion passed with a 4-0 vote.

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 March 12, 2018, 9:30 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.

Dede requested to have the meeting reopened.

Dede presented the board with a request. One of the employees in preparing to have a baby was told the baby would need medical intervention. As a result the employee bank 5 weeks of vacation time and as policy states can only carry over 5 days. Jeffrey Metcalfe made the motion due to extraordinary circumstances 4 weeks of vacation to be paid out and was seconded by David Ward. The motion passed with a 4-0 vote.

Jeffrey Metcalfe made the motion to reclose meeting and was seconded by David Ward. Motion passed with a 4-0 vote.

Document Issued:

Minutes January 8, 2018
Facility Update
Analysis and results of Operating Reserve Balance
Letter to Cherry Hill II Board from PHA Board
DHCD Notice 2018-03
Correspondence from Northfield Tenant
January 2018 Staff Reports

A true record
