

A regular meeting of the Plymouth Housing Authority was held on Monday March 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
Russell Shirley, Commissioner

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

Public Comment

High Cliff Resident – Thanked the board for the bike rack. The Comcast has put a 90 day waiting period to sign up for the \$10 Wi-Fi from Comcast if you cancel your subscription. She is trying to find out about a grant to pay for a recycle pad and fencing. Chris explained we are exhausting all of our options for an inside recycling program before moving it outside.

Cherry Hill Resident – Commented to the board the recycling really smells and with the warm weather coming the smell is only going to get worse. He also asked about the plugs in the kitchen behind the sink that are not working. When the power went out earlier this month an extension cord was run from maintenance to make coffee. Chris explained the generator stopped working and there is a replacement generator there. He will have to look at the outlets to see why there are not working. He also asked about the furniture in the main lobby. The furniture is very old and hard to get out of. He asked why the furniture in the upstairs lobby was moved down and new put up there. Dede explained new furniture will be purchased this year.

Cherry Hill new resident – He asked if there is a medical expenses deduction. He said he was not asked if he had any. Dede explained the board has nothing to do with the rent calculations. She informed him to call Amanda or Jill to set up a meeting to review his rent.

Castle Court Resident – She was at another site and noticed a barrel of sand and salt and there are none at Castle Court. Chris said he would be looking into why there is nothing and make sure there is some there.

Approval of Minutes

Jeffrey Metcalfe made a motion to accept the minutes from the February 12th meeting with the addition of Jeffrey Metcalfe as present and was seconded by David Ward. The motion passed with a 3-0 vote, Russell Shirley abstained. Jeffrey Metcalfe made a motion to accept the minutes from the special meeting on March 1st with the addition of the fourth bullet “The P&S Agreement is contingent upon the appraisal” and was seconded by Russell Shirley. Motion passed with a 4-0 vote

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.

Modernization Consultant

Topic was tabled.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

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

Next Meeting is scheduled for April 9, 2018, 9:30 am at Southfield.

Adjournment

Russell Shirley made a motion to adjourn and was seconded by David Ward. The motion passed on a 4-0 vote.

Document Issued:

Minutes February 12, 2018

Minutes Special Meeting March 1, 2018

Facility Update

Budget FY18

February 2018 Staff Reports

A true record
