

A regular meeting of the Plymouth Housing Authority was held on Monday June 11, 2018 at 9:30 a.m. at 23 Prince Street, Plymouth, MA. The following were in attendance:

Present:

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

Dede Riendeau, Executive Director
Chris Plourde, Asst. Facilities & Modernization Manager
Todd Lawson, Maintenance Supervisor
Bill Keohan, Community Preservation Committee

Public Comment

Tenant made a suggestion to post a direction sign as people are going the wrong way. The Housing Authority is planning to restripe the driveways and put arrows to show the direction to go.

Tenant suggested redoing the signs Chris explained redoing the signs is already part of the capitol plan.

Board Reorganization

Russell Shirley motioned to have Douglass Gray remain Chairman and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote with 1 abstention. Nicole Long motioned to have Jeffrey Metcalfe remain Vice-Chairman and was seconded by Russell Metcalfe. Motioned passed with a 4-0 vote with 1 abstention. Jeffrey Metcalfe motioned to have David Ward remain Treasurer and Russell Shirley seconded. Motion passed with a 4-0 vote with 1 abstention.

Affordable Housing Trust – Board appointment

Jeffrey Metcalfe motioned to have Russell Shirley remain the as the board appointed member and was seconded by Nicole Long. The motion passed with a 4-0 vote with 1 abstention.

Approval of Minutes

Russell Shirley made a motion to accept the May minutes as presented and was seconded by Jeffrey Metcalfe. The motion was passed with a 4-0 vote with 1 abstention.

Facilities Manager Modernization Update

Castle Hill – Electrical – The electrical rooms have been transitioned to the new power and will start the unit transfer next week. The tenants will be informed when the power will be off.

Cherry Hill – Doors – Waiting for the material to arrive and for the contractor to schedule work.

Cherry Hill – Siding – The scope has increased to do the 12 front windows and siding. Finish developing the project and sending bid package to DHCD for review.

High Cliff & Northfield – Doors – Still having issues with the contractor, but progress was made when the termination of contract was discussed. The president of the company is now running the project and we have confirmation the doors have been ordered.

High Cliff – Carpet – Carpet placement has begun and moving along quickly. Hopeful the project will be finished the end of next week.

Russell Shirley made a motion to adjourn regular session and was seconded by David Ward. Motion passed with a 5-0 vote.

Jeffrey Metcalfe made a motion to go into Executive Session and was seconded by Russell Shirley. Motion passed with a roll call 5-0 vote.

Russell Shirley made a motion to reopen regular meeting and was seconded by David Ward. Motion passed with a 5-0 vote.

High Cliff – HP Kitchens – Waiting for material and the contract to schedule work.

High Cliff – Deck – M&C Building has pulled the permits and submittals have been approved. Waiting to hear on lead time on material and work schedule.

Castle Court – Storage – The shelves have been installed in the basement. The totes have been ordered and a proposed schedule has been developed to assist the tenants in storing/retrieving their belongings.

Castle Court – Emergency Lights – As part of the preventative annual maintenance plan we are checking and replacing batteries of all emergency lights in the main stairwells of all buildings.

Solar – All the other housing authorities have opted to open an account at Wilmington Trust and have that the control account. Russell Shirley made a motion to accept the proposal to open an account in the Wilmington Trust and was seconded by Jeffrey Metcalfe. Motion passed with a 5-0 vote.

Old/New Business

Russell Shirley asked about the locked closet door at Castle Court. Dede explained that after the Salvation Army drops off the food if there is anything left the tenant do not want it will be left on the table. A tenant that does the coffee hour still has a key to lock up the coffee supplies.

Tenant made a comment about the security company that they are only driving around the circle and not walking around the grounds or buildings. Dede will look into exactly what the security company is doing.

Tenant also commented about the condition of the hallways and feel maintenance should not be cleaning. Russell Shirley explained all the sites are being cleaned by maintenance

Warrants

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

Application for mainstream vouchers will be sent out by the end of this week.

Staff Reports

Dede reviewed the May staff reports with the board.
The next meeting will be July 9, 2018 at 130 Court Street.

Adjournment

Jeffrey Metcalfe made a motion to adjourn and was seconded by Russell Shirley. Motion passed with a 5-0 vote.

Document Issued:

Minutes May 14, 2018
Facility Update
May 2018 Warrants
May 2018 Staff Reports

A true record
