

A regular meeting of the Plymouth Housing Authority was held on Monday July 9, 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, Treasurer
Russell Shirley, Commissioner
Nicole Long, Commissioner

Dede Riendeau, Executive Director
Todd Lawson, Maintenance Supervisor
Linda Melkonian

Public Comment

No public comment.

Renew FSS Coordinator Grant & Hire Consultant

Dede explained this grant needs to be updated every year for the FSS Coordinator position. Dede asked the board to hire a consultant to help with the filing of the application. Jeffrey Metcalfe made a motion to hire a consultant to help with the filing of the application and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Approval of Minutes

Russell Shirley made a motion to accept the June regular minutes as presented and was seconded by David Ward. The motion was passed with a 5-0 vote. Jeffrey Metcalfe made a motion to accept the Executive Minutes and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Facilities Manager Modernization Update

Castle Hill – Electrical –American Electrical should be finished by the end of the week. They have run into minor complications and the weather has not been cooperating and not conducive to turning off the power. The tenants have been very accommodating.

Cherry Hill – Doors –L&S Doors have all the materials and should be starting to install doors to both buildings this week. There is a change order of \$1,443 for new locks and keys for the doors. Russell Shirley made a motion to approve the change order for the new locks and keys totaling \$1,443 and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Cherry Hill – Siding –The project has increased to do the 12 front windows and siding. Waiting on DHCDs review.

High Cliff & Northfield – Doors – We have confirmation the doors have been ordered with an anticipated arrival date of July 23rd. They have provided a work schedule with work beginning on July 30th and all the doors to be installed by August 9th.

High Cliff – Carpet – Carpet replacement has been completed with a minor punch list. Change order of \$1,443.21 to repair the subfloor and final completion and release of final payment of \$38,850 which will not be released until the punch list is completed and approved. Russell Shirley made a motion to approve the change order of \$1,443.21 and to release the final payment of \$38,850 once the punch list is completed and was seconded by Nicole Long. The motion passed with a 5-0 vote.

High Cliff – HP Kitchens – MJ Connors has completed 4 kitchen and should complete the remaining 4 this week. Coordinating with the plumber and electrician has been challenging however all 8 should be completed the end of this week.

High Cliff – Deck – M&C Building has just about completed the deck Chris needs to do the walk through to make sure everything to complete. A vote is needed for final completion and release of final payment \$29,900 once the punch list is satisfied. Jeffrey Metcalfe made a motion to approve the final completion and release of final payment of \$29,000 once punch list is satisfied and was seconded by Russell Shirley. The motion passed with a 5-0 vote.

Castle Court – Storage – The shelving has been installed, the totes have been received. A notice was sent to the tenant to call if they would like to use the storage option. Once the proposed schedule and new policy has been approved work orders will be placed and the process started. Russell Shirley made a motion to approve the storage agreement and was seconded by David Ward. The motion passed with a 5-0 vote.

Old/New Business

Russell Shirley mentioned the cost of the smoking detectors seems to be reasonable. He would like to start enforcing the smoking policy and install the detectors. Dede mentioned Rich Conlon the accountant will be attend the next meeting to discuss the cost further. David Ward suggested inviting the Board of Health to a meeting to discuss their help with the project.

Sec. 8 Project Based Vouchers – Presentation by Gail Neibaur

Gail Neibaur is the Assistant Executive Director of the Malden Housing Authority and does consulting on the Section 8 Project Voucher Program. The Housing Authority is able to use 20 % of their vouchers and another 10% that can be used for a total of 30%. With the Project Based Vouchers you are able to use all of what you are awarded the Housing Authority controls the vouchers. The Project Based Vouchers are awarded to people who are on the Housing Authority's waiting list. The Housing Authority is able to set up a new Project Based waiting list. The applications are given out to potential new tenants and the owner will run the maintenance and suitability screening then given to the Housing Authority to run the eligibility screening and tenant lease-up. Russell asked if there is any instance where the Housing Authority controls the suitability screening, eligibility screening and the maintenance of a site. Gail explained the suitability and maintenance are on the site owner/manager, there are Housing Authority that subcontract the wait list, but are still in control of the vouchers and have the final say. Dede asked about the existing tenants of the site. Gail explained those tenant will have preference as HUD does not want to displace anyone and create more homelessness. However, they have to be income & CORI eligible if they decide to stay. Gail suggested let the site owner/manager handle the maintenance and suitability of the existing tenant if they want to stay so the Housing Authority is not involved with the existing tenants. The site has to meet Housing Quality Standard before tenants can be housed. Dede stated we have an inspector that does the HQS inspection. Russell Shirley made a motion to send the inspector to pre-inspection to see if the 7 existing units meet the Housing Quality Standards and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote. The next step would be to make sure the Admin Plan and PHA Plan is up to date and there is enough in the budget to cover the 7 units. Once that is set the Housing Authority needs to place an ad for anyone interested in participating the Project Based Voucher Program. Dede asked if there are more than one contractor can a contract be signed with both. Gail stated it could more of a burden to keep track of all the HAP contract, but it could be done. Once the Housing Assistant Payment contract is signed 8 or more vouchers can be shelved for use in phase II once phase I is housed. Russell Shirley made a

motion to hire Gail Neibaur to help with Section 8 Project Based Vouchers and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote. Gail made a suggestion to write in to the contract with the site owner/manager that the Housing Authority would be first to buy the property later in time if the site comes up for sale. Also the rents under the project based is the lower of the rents or 110% of the FMR.

Public Comment

Tenant asked if the glass window and door at High Cliff in the laundry room could have shades or something put up as it is very hot.

It was also asked in Northfield TV room is not being used because it is too hot, but if they could get some fans then at least it would be cooler to use. The tenant asked if there is a fan to go in the elevator. The tenant also asked if there is any way to get A/C in the hallways, laundry room and the TV/community room.

Tenant made a comment about the static on her landline and her Wi-Fi is not working. She called Verizon and they stated it's the wiring in the building. Also their cable goes out on the regular channels.

A tenant made a comment that one of the tenants at High Cliff has a water leak in her apartment. Russell asked the tenant put in a work order so the leak can be addressed. Another tenant was cooking and the fire alarms went off and the fire department showed up. Dede will talk to Todd about whether or not he was notified about the emergency and to check the apartment.

Staff Reports

Dede reviewed the June staff reports with the board.

Warrants

Russell Shirley made a motion to accept the bills and was seconded by David Ward. The motion passed with a 4-0 vote.

The next meeting will be August 13, 2018 at Northfield, 84 Nicks Rock Road.

Adjournment

Nicole Long made a motion to adjourn and was seconded by David Ward. Motion passed with a 4-0 vote.

Document Issued:

Minutes June 11, 2018
July 2018 Facility Update
Storage Agreement for Castle Court
June 2018 Warrants
June 2018 Staff Reports

A true record
