

A regular meeting of the Plymouth Housing Authority was held on Monday August 13, 2018 at 9:30 a.m. at 84 Nicks Rock Road, Plymouth, MA. The following were in attendance:

Present:

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

Dede Riendeau, Executive Director
Chris Plourde, Facilities & Modernization Manager
Richard Conlon, PCA

Public Comment

Castle Court needs to have the grass cut, tenants are concerned about ticks.

Approval of Minutes

Russell Shirley made a motion to accept the July minutes seconded by Jeffrey Metcalfe. Motion pass with a 4-0 vote.

Management Agreement Duxbury – Management Fee Calculation

Richard explained DHCD would like the fees broken down for FY 2018 as to what the executive director is getting paid. David Ward made a motion to approve for Fiscal Year 2018 the percentage of the payment to the executive director for both Duxbury and Kingston as was discussed and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

Write-off Uncollectable Rents

Dede explained the uncollectable rents in the amount of \$3,606.40 for all programs. Russell Shirley made a motion to write off the collection losses as explained and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Sec. 8 Admin Plan Revision – 7/1/2018

Dede explained the changes are in the Sec. 8 Admin Plan for July 2018 as prepared by Nan McKay & Assoc. Russell Shirley made a motion to accept the Admin Plan revision and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Facilities Manager Modernization Update

Castle Hill – Electrical –American Electrical has finished the first three buildings. They intended on being done but the extreme heat and humidity slowed them down.

Cherry Hill – Doors –L&S Doors had an emergency project that delayed the start of the job. They should be starting next week.

Cherry Hill – Siding –The project has increased to do the 12 front windows and siding. The new Capital Improvement Plan will source the funding for this project, waiting to be awarded a FISH #.

25 Montgomery Dr. – Slider – Slider needs significant repair. We have received quotes from 2 companies and Plimouth Glass is the low bidder at \$2,365. Jeffrey Metcalfe made a motion to award Plimouth Glass the low bid of \$2,365 and was seconded by Russell Shirley. Motion passed with a 4-0 vote.

High Cliff & Northfield – Doors – High Cliff has been completed and Northfield will be started this week. The installs have been much better.

High Cliff – HP Kitchens – M&C Building has completed all 8 kitchens. There was some VCT tile repair that needed to be completed and additional baseboard installed. This warranted a change order for labor only in the amount of \$1067.28. The final payment is \$5251.98.

Russell Shirley made a motion to approve the change order of \$1067.28 and approve the final payment of \$5251.98 and was seconded by David Ward. Motion passed with a 4-0 vote.

Tech Services – Our contract is up for rebid. We solicited several companies but only received one bid from the company we currently use BDB Tech Service. Jeffrey Metcalfe made a motion to accept the 3 year contract and extend to 5 years if the company is willing and seconded by Russell Shirley. Motion passed with a 4-0 vote.

Castle Court – Storage – Racks are put up and the totes purchased. We solicited to see who would be interested and we only received 2 definite and 1 maybe. A tenant made a comment about waiting for maintenance.

2018 5 year & Annual Capital Plan – State

Chris explained the projects that are on the State 5 Year Plan and Annual Capital Plan State. Jeffrey Metcalfe made a motion to accept the 5 Year plan and State Annual Capital Plan and was seconded by David Ward. Motion passed with a 4-0 vote.

2018 5 year & Annual Capital Plan – Federal

Chris explained this was established and discussed last fall but HUD had changes in their system and we need to revote. Russel Shirley made a motion to accept the Federal Annual Capital Plan and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Amendment #6

Chris explained amendment #6 is an increase our State Capital Plan by \$263,959.93. David Ward made a motion to accept Amendment #6 and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Power/Gas Company

The contract is up for the power and gas supplier. We are seeking other power options and companies. Chris will keep the board updated on progress. Chris mentioned a ribbon cutting for the new solar field in Wareham on August 21.

Fresh Air

Richard went over the numbers for installing the devices and the yearly monitoring. He explained this program would put a strain on the budget. Russell Shirley suggested looking at another option besides Fresh Air. He suggested revising the Smoking Policy before the end of the year to say they agree to have a device installed if PHA receives a complaint about smoking. Russell suggested revising the smoking policy by the end of the year to say PHA will be enforcing the policy once we get the monitoring system in place.

Update Project Based Voucher & Manomet Project

Dede stated the Housing Quality inspection is set up for Thursday of this week. The Block Grant money is ready. A vote will take place on September 5 to decide who the Block Grant will go to either the Housing Trust or the Housing Authority.

Old/New Business

Russell will be available to take the Ethics Training on September 22 in Holyoke. He also took another class that was about Personnel. Conflict of Interest is due every 2 years. Dede will look into the when the Conflict of Interest is due. Russell mentioned the Executive Director review.

Russell attended the Affordable Trust meeting as a PHA representative and they are ready to help with the block grant money rolling again and they are very supportive of the Manomet Project. There is a tiny house open house at the Marshfield Fair as an option for elderly Veteran housing.

Russell suggested inviting Rick to the next meeting so he can see how involved the board is in the Manomet Project.

Staff Reports

Dede reviewed the July staff reports with the board.

Warrants

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

The next meeting will be September 11, 2018 at Cherry Hill, 128 Court Street.

Adjournment

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

Document Issued:

Minutes July 9, 2018

August 2018 Facility Update

Model Admin Plan Revision Instructions

2018 Annual Statement/Performance and Evaluation Report

Cost of Fresh Air Breakdown

July 2018 Warrants

July 2018 Staff Reports

A true record
