

A regular meeting of the Plymouth Housing Authority was held on Monday September 10, 2018 at 9:30 a.m. at Cherry Hill, 128 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  
Chris Plourde, Facilities & Modernization Manager

### **Public Comment**

A Castle Court tenant asked if the cameras will be in before winter Todd and Chris explained they are working toward having them installed this month. Another tenant made a comment that people are very protective of their parking spots.

Castle Court tenants say the water and the basement have a strange odor

Castle Court tenant asked about getting extra recycling bins as they are always full with cardboard. A Castle Court tenant put in a request for salt and sand barrel in before the winter starts.

### **Approval of Minutes**

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

### **Facilities Manager Modernization Update**

Castle Hill – Electrical – American Electrical is finishing everything up. Eversource will come and remove the rest of their equipment once American Electrical is complete.

Cherry Hill – Doors – L&S Doors has completed the install of all the components but are waiting for the wireless to be up and running.

Cherry Hill – Siding –The project has increased to do the 12 front windows and siding. Waiting on DHCDs review. The new Capital Improvement Plan will source the funding for this project.

All Sites – Carpet Cleaning – We have put annual carpet cleaning out to bid. We obtained a square foot price and will be held for 1 year. Duraclean by Leon was low at \$.22 per square foot and \$40 per staircase. Russell Shirley made a motion to accept Duraclean by Leon as low bid and was seconded by Nicole Long. The motion passed with a 5-0 vote.

High Cliff & Northfield – Doors – Door installation is almost complete. There were a few doors that had to be reordered due to damage while shipping. Change Order #3 in the amount of \$430 for extensive repair in a High Cliff unit that had significant wall and floor damage. Jeffrey Metcalfe made a motion to accept the change order #3 in the amount of \$430 and was seconded by David Ward. The motion passed with a 5-0 vote.

Capital Plan – The 5-year State Capital Plan for 2019-2023 has been submitted, just waiting on DHCD approval.

Capital Plan – The 5-year plan and The Annual Plan 2019 is ready for review and submission. Russell Shirley made a motion to approve the 5-year plan and Annual Plan 2019 and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Allerton Street – The town will be doing the work on Allerton St in the next couple of months. We have been added to the list to repave our driveway/parking spaces as well as the walkway up at the Allerton Entrance. We will be informed when the work will be done so we can inform the tenants. We will be sitting down with Richard Conlon to figure out funding the \$18,000 for the paving and \$12,000 for the sidewalks and bring it back to the board.

### **Revision Project Based Voucher Administrative Plan**

Dede informed the board the consultant, Gail Neibaur reviewed the Plymouth Housing Authority Administrative Plan and the recommendations she suggested. Russell Shirley made a motion to accept the New Administrative Plan as presented and was seconded by Nicole Long. The motion passed with a 5-0 vote.

### **Uncollectable Rents – MA59C**

Dede presented to the board the uncollectable rents for MA59C in the amount of \$8093 to be written off. David Ward made a motion to write of the uncollectable rents and seconded by Nicole Long. The motion passed with a 5-0 vote.

### **Revised No Smoking Lease Addendum**

Dede discussed with the board changes for the smoking policy. The first offence will be a written warning, the second offence will be the installation of the smoking detector and then eviction. Russell Shirley suggested adding quit smoking information in the Chatter Box. Russell Shirley made a motion to accept the lease addendum and effective date of January 1, 2019 and was seconded by Nicole Long. The motion passed with a 5-0 vote.

### **Old/New Business**

Dede informed the board a notice was received and PHA was awarded 25 vouchers.

The board scheduled an Executive Session for Monday September 17 at am at the 130 Court Street Boardroom.

### **Staff Reports**

Dede reviewed the August staff reports with the board.

### **Warrants**

David Ward made a motion to pay the bills and was seconded by Russell Shirley. The motion passed with a 5-0 vote.

The next meeting will be October 15, 2018 at 130 Court Street.

### **Adjournment**

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

### **Document Issued:**

Minutes September 2018  
September 2018 Facility Update  
August 2018 Warrants

## August 2018 Staff Reports

A true record

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