

A regular meeting of the Plymouth Housing Authority was held on Monday October 15, 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

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

### **Public Comment**

A tenant asked about installing a ceiling fan in his apartment. Dede asked the tenant to put his request in writing and they will look into the policy.

A tenant asked about the amount of VA Disability as part of his rent. The resident was informed that he would need to wait for the hearing officer's decision.

### **Approval of Minutes**

Jeffrey Metcalfe made a motion to approve the September 2018 minutes and was seconded by David Ward. The motion passed with a 3-0 vote. Jeffrey Metcalfe made a motion to approve the Executive Session minutes on September 17<sup>th</sup> 2018 and was seconded by David Ward.

### **Facilities Manager Modernization Update**

Castle Hill – Electrical – American Electrical has everything connected to the new power and switched over. They need to clean things up in the main electric room to complete their work. Eversource should be in this week to take out the old transformer and their temporary road. There will be some site work to fix all the ruts from Eversource once they remove the plates.

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.

Cherry Hill – Water Heater – There was a leak in the coil of the water heater at Cherry Hill. We are replacing the condensing boiler and 120 gallon storage tank for \$32,200. The funding will come from Extra Ordinary in our Budget. David Ward made a motion to accept the \$32,200 for the boiler and hot water tank and was seconded by Jeffrey Metcalfe. The motion passed with a 3-0 vote.

Cherry Hill – Carpet – Bids are out to replace the carpet on the 2<sup>nd</sup> and 4<sup>th</sup> floors at Cherry Hill. Bids are due in this Thursday and will be brought to the board next meeting for approval.

High Cliff & Northfield – Doors – The last 2 door have been installed but one came in damaged. They are speaking with the rep to get that section replace and still need to provide one screen. They will not be installing the High Cliff screens and will be giving us a credit. They could not come to a solution they felt comfortable owning so they will not be installing the screens.

Allerton Street – The town has started the work on Allerton Street. We have been added to the list to repave our driveway/parking spaces as well as redoing the walkways to our Allerton entrance.

### **Budget Revision**

Richard Conlon went over the budget revisions with the board. David Ward made a motion to accept the revisions as explained and was seconded by Jeffrey Metcalfe. The motion passed with a 3-0 vote.

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

Dede discussed with the board changes for the smoking policy. Jeffrey Metcalfe made a motion to accept the amendment to the policy and was seconded by David Ward. The motion passed with a 3-0 vote.

### **Warrants**

David Ward made a motion to pay the bills and was seconded by Jeffrey Metcalfe. The motion passed with a 3-0 vote.

The next meeting will be November 19, 2018 at 130 Court Street.

### **Old/New Business**

A tenant asked about the broken bench at Castle Court, Dede explained the 2 new benches have been ordered.

Jeffrey Metcalfe made a motion to go into Executive Session. Motion passed with a roll call vote. 3 yes and 0 no.

Jeffrey Metcalfe made a motion to come out of Executive Session and was seconded by David Ward. The motion passed with a roll call.

### **Document Issued:**

Minutes September 2018  
September 2018 Facility Update  
September 2018 Warrants  
September 2018 Staff Reports

A true record

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