

A regular meeting of the Plymouth Housing Authority was held on Monday December 17, 2018 at 9:30 a.m. at Cherry Hill on 128 Court St. Plymouth, MA. The following were in attendance:

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

Dede Riendeau, Executive Director
Chris Plourde, Facilities & Modernization Manager
Todd Lawson, Maintenance Supervisor
Rich Conlon, Accountant

Public Comment:

A tenant requested a thing of sand and salt for the winter months. Todd stated that there was a work order for that and its being taken of.

Approval of Minutes:

On a motion made by David Ward and seconded by Nicole Long, the regular meeting minutes of November 7, 2018 were approved on a 4-0 vote. Russ Shirley abstained.

On a motion made by Jeffrey Metcalfe and seconded by Nicole Long, the Executive Session minutes of November 7, 2018 were approved on a 4-0 vote. Russ Shirley abstained.

Update on the Ceiling Fans at Castle Court:

Todd met with Dick Lee at the boiler room and he was surprised is wasn't exhaust vented. It runs 82 degrees in the room. He is waiting for a price to put in the exhaust. Russ Shirley asks Todd to see if Dick can also give a proposal to do a recovery system to run the heated air back into the system. A tenant stated that he has asked a former fire chief about the distance between the fan blades and fire alarm and he wasn't aware of any codes pertaining to this. Chris stated that the building department is the one enforcing these codes. The board discusses the policy itself and all agree that ceiling fans are a liability if we allow tenants to have them installed. The board agrees that a new policy should be made stating the following- 1. No new ceiling fans will be allowed in the units. 2- When a tenant with an existing ceiling fan vacates the ceiling fan must be removed. 3-Units that are dealing with increased heat due to their unit being located over the boiler room, will be allowed to have an air conditioner installed during the winter months. On a motion made by David Ward and seconded by Russ Shirley, the board voted 5-0 to have Dede draft up a new ceiling fan policy with the above stipulations to be voted on at the next meeting.

Update Facilities and Modernization:

Todd stated that the water heater was replaced at Cherry Hill with a new 125-gallon unit and it is working great.

Chris stated the walkway at Castle Court is sinking and becoming a tripping hazard.

Requests were put out and Squillante Masonry responded back with a proposal of \$5,000.

On a motion made by Russ Shirley and seconded by Jeffrey Metcalfe, the board voted 5-0 to accept the bid from Squillante to get the walkway repairs started.

The carpet replacement on the 2nd and 4th floors of Cherry Hill will begin the second week in January. The auto doors at Cherry Hill are in limbo.

The construction advisor from DHCD came out to look at the siding at Cherry Hill II and he wants to design the entire building rather than just the one leaking side, which will hold up the project for a lengthy time. He reached out to Plymouth Glass to see if they could provide a fix for the time being. On a motion made by David Ward and seconded by Russ Shirley, the board voted 5-0 to authorize emergency repairs up to \$30,000 for the one leaking side. The kitchens at Highcliff will be underway hopefully this winter or early spring. Still waiting on approval for the state capital plan. The road and walkways at Allerton street are in and will be coated in the spring.

New Business:

The Rubbish removal contract came up and Howland was the only bidder. It will be a 1 year contract with two 1-year extensions. The cost for recycling has been significantly higher than expected. Also, maintenance has spent a lot of time sorting. Russ asks if we can invite Howland to the next meeting to see if its even worth it take on the added costs for recycling. On a motion made Jeffrey Metcalfe and seconded by Russ Shirley, the board voted 5-0 to approve Howlands contract as proposed.

Fiscal Year 2019 Operating Budget:

Rich Conlon explains that the state allowed a 4% increase to the budget and explains how its calculated. Rich explained that salary increases will also be 4% with the exception of the Executive Director whose salary will remain the same. He explains that they left room in the budget for an Assistant Executive Director as their hope is to get one staffed this year.

On a motion made by Russ Shirley and seconded by David Ward, the MA59C budget was approved 5-0.

On a motion made by Jeffrey Metcalfe and seconded by Nicole Long, the Section 8 budget was approved 5-0.

On a motion made by Russ Shirley and seconded by David Ward, the 400C budget including the additional deficit line item of \$30,000 was approved 5-0.

On a motion made by Jeffrey Metcalfe and seconded by Nicole Long, the 689 budget was approved 5-0.

On a motion made by Russ Shirley and seconded by David Ward, the Local Affordable Housing budget was approved 5-0.

On a motion made by David Ward and seconded by Jeffrey Metcalfe, the Management budget was approved 5-0.

November Payables:

On a motion made by David Ward and seconded by Russ Shirley, the board voted 5-0 to pay the November Bills.

Old/New Business:

State Road- Russ Shirley explains that the affordable housing trust did vote to allow an expenditure of 1.6 million.

Dede explained that she will be posting a new administrative position and will be posting on indeed.com rather than the paper. Russ suggests posting at the Plymouth Coalition for the Homeless.

Russ brings up the legislation in regard to board member nominations and states that the tenant member will need to be appointed by the board of selectman and existing members will need to be appointed as well. Russ suggests a representative of the board go to any legislative hearings in the future because its very important. Doug Gray announces that he will be done with the board in January to make room for a tenant to join the board. Russ asks

if he will stick around until February so they can get a new appointment. The board agree to meet on February 11th to pick a nomination for an appointment by the selectman.

Adjournment:

On a motion made by Jeffrey Metcalfe and seconded by Russ Shirley, the board voted 5-0 to end the meeting. The regular meeting adjourned at 11:40am.

A true record

Action Items beginning on December 17, 2018:

Ice Melt

Ceiling fans

Exhaust in boiler rooms

Recycling