

A regular meeting of the Plymouth Housing Authority was held on Monday April 9, 2018 at 9:30 a.m. at Southfield, 105 South Street, Plymouth, MA. The following were in attendance:

Present:

Jeffrey Metcalfe, Vice Chairman

David Ward, Commissioner

Russell Shirley, Commissioner

Dede Riendeau, Executive Director

Chris Plourde, Asst. Facilities & Modernization Manager

Linda Melkonian, Recording Secretary

Public Comment

Castle Hill – Smoking is still an issue. David Ward stated he spoke with the Board of Health and they have new programs. Russell Shirley stated the Board of Health does not have the power to enforce no smoking.

Castle Hill – Parking is still an issue. A visitor was yelled at for parking in the wrong place because there was no visitor parking available.

Castle Hill – They are still waiting for storage. Dede explained that DHCD does not support providing storage for tenants. Russell Shirley suggested giving the tenants one bin for storage as was planned. David Ward made a motion to continue with the storage for the tenants and was seconded by Russell Shirley. The motion passed with a 3-0 vote.

Southfield – Needs a new American Flag. Todd stated he will replace it a work order will be placed.

Southfield – Tenants complained about one tenant who refuses to put her dog on a leash. Dede stated the issue was addressed.

Approval of Minutes

Russell Shirley made a motion to accept the March minutes as presented and was seconded by David Ward. The motion was passed with a 3-0 vote.

Facilities Manager Modernization Update

Castle Hill – Electric – Eversource was scheduled to connect the new lines on March 6th but due to the storms that has been pushed back. A site meeting will be scheduled with American Electrical and the engineer to regroup for the remainder of the project once Eversource is completed. Russell Shirley suggested to send out a letter from the board to Eversource regarding their time frame for completing the project.

Southfield – Community Room AC – Kneeland Construction has finally completed the work. At our final walk thru there are a few punch list items that need to be take care of. We will vote on the Certificate of Final Completion and final requisite when completed.

Cherry Hill – Doors – L&S Doors has signed the contract and we have submitted for the deposit payment. Once that comes in we will schedule the work.

Cherry Hill – Community Room AC - MM Environmental has completed the work and we have had our final walk thru. There is a few items on the punch list that need to be addressed. The electrician should be on site next week to finish his part. We will vote the Certificate of Final Completion and final requisite at next meeting.

Cherry Hill – Siding – We are creating a project to remove and replace a section of siding and 8 windows affected by a weather related leak at Cherry Hill. We have contacted DHCD to see how it will be funded.

43 Heather Drive – Turnover – It is requiring significant amount of work and several things have gone out to bid. Painting – HH Restoration has completed the work. Flooring – Shiretown Glass will be starting soon. Kitchen and Bath – Metropolitan was incorrect on their initial bid and Belle Construction is now low bid at \$5,700. Russell Shirley made a motion to retract the vote for Metropolitan and proceed with Belle Construction and was seconded by David Ward. Motion passed with a 3-0 vote.

All Sites – Generator – Generator Service agreement for the next three years. Low bid was FM Generator who is our current provider. David Ward made a motion to keep FM Generator as provider and was seconded by Russell Shirley. Motion passed with a 3-0 vote.

High Cliff & Northfield – Doors – The two sample doors are in and approved. The remaining doors have been ordered and are about 6 weeks out.

High Cliff – Carpet – We are looking to replace all the carpet at High Cliff in all the common areas and hallways. The preconstruction meeting was held and the carpet has been ordered. They have 90 days from April 2nd to complete the job.

High Cliff – HP Kitchens – There was a lot of interest in this bid. The low bid was \$40,000 from Collins Construction. However Chris explained his apprehension in awarding Collins due to the issues with the doors. Russell Shirley made a motion to award the bid to the second low bidder MJ Connors Company for \$42,920.00 and was seconded by David Ward. The motion passed with a 3-0 vote.

High Cliff – Deck – A project has been created to repair the deck at High Cliff and have put it out to bid. Bids are due April 19th and will be presented to the board at the next meeting.

PHAS Score

Dede explained the PHAS Score with the board.

Manomet Project

Jeffrey Metcalfe explained the project is still being researched for the appraisal and when that has been completed it will be presented to the board. Jeffrey would like to set up a meeting with Richard Conlon CPA to discuss the project.

FreshAir Devices

Dede presented to the board a breakdown of the cost per each Cherry Hill apartment and the whole site. Russell Shirley made a motion to find a source of funding and move forward with the pilot program on the 1st and 2nd floors and was seconded by David Ward. The motion passed with a 3-0 vote.

Modernization Consultant

Chris presented the three applicants and their scores to the board. Russell Shirley made a motion to hire Paul Blanchard on an as needed basis and was seconded by David Ward. Motion passed with a 3-0 vote.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

Russell Shirley motioned to pay the bills and was seconded by David Ward. Motion passed with a vote of 3-0.

Adjournment

Russell Shirley made a motion to adjourn and was seconded by David Ward. The motion passed on a 3-0 vote.

Document Issued:

Minutes March 12, 2018

Facility Update

Bid Tabulation – 43 Heather Drive, 8 Generators, High Cliff

Modernization Consultant Memo

PHAS Score

Formula Funding Award

FreshAir Memo

March 2018 Staff Reports

A true record
