

A regular meeting of the Plymouth Housing Authority was held on Monday May 14, 2018 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Present:

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

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Todd Lawson, Maintenance Supervisor  
Kelly Higgins, Recording Secretary

### **Public Comment**

Alice Rogers – Castle Hill 25 year resident - Would like to have the pantry door unlocked so people can use the food that is left over from the people that didn't want it.

Jeanne McCartin – Castle Hill – Notices were made with Jeanne's phone number on it if anyone needed to get into the pantry. Spoke with Salvation Army and the way they are handling passing out the food incorrectly. The Salvation Army suggested everyone brings 2 bags and take one of everything. If there is something they do not want they can leave it on the table.

Dede explained to the board she held tenant meeting at Castle Hill 3 weeks prior and a majority of the tenant were upset the door was locked. She made a suggestion that any situation like this that is presented to the board in public comment be taken under advisement and then a solution made.

Sherre Paschal – High Cliff – She stated the pantry door is also locked at High Cliff. She stated if the food is for the tenants then the door should not be locked. If people are taking the food and hoarding it, however leaving it in a closet is also hoarding. People leave the food they do not want on the table for others to have.

Douglass Gary stated the board will take the matter under advisement and come up with a solution and policy.

Jeanne McCartin – The tenants were told they can smoke in their cars. If they are smoking on the fire road then its housing property and people should not be smoking there. The cars around the circle are on town property.

### **Approval of Minutes**

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

### **Facilities Manager Modernization Update**

Southfield – Community Room A/C– Kneeland Construction has completed the punch list and work has been approved. Russell Shirley made a motion to approve the Final

Completion and release the Final Payment in the amount of \$8,048.81 and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Cherry Hill – Community Room A/C – MM Environmental has completed the punch list and work has been approved. David Ward made a motion to approve the Final Completion and release the Final Payment in the amount of \$3,020.01 and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

High Cliff – Deck – We received 4 bids in and the low bid was \$29,900 from M&C Building. Jeffrey Metcalfe made a motion to approve to award the low bid to M&C Building and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

Castle Hill – Electrical project – Eversource has connected everything over and we have had our regrouping meeting with the contractor. There is a game plan to finish the project and the tenants will be informed of the schedule once it has been finalized.

Cherry Hill – Doors – The deposit has been released to L&S Doors and the material has been ordered.

Cherry Hill – Siding - A project has been created to replace a section of siding and 8 windows due to a leak. DHCD has been contacted and now waiting to hear how it will be funded.

43 Heather Drive – We have been granted an extension to turn the unit over due to the extensive work needed. All trades have completed their work and doing final cleaning and touch up. The unit should be ready to rent by the end of the month.

High Cliff & Northfield – Doors – The 2 samples are in and approved. The remaining doors are about 6 weeks out.

High Cliff – Carpet – The preconstruction meeting was held for replacing the carpet in the hallways and common areas. The carpet has been ordered. They have 90 days from April 2<sup>nd</sup> to complete the job.

High Cliff – HP Kitchens – The preconstruction meeting was held and waiting on the lead time for the cabinets. The Notice to Proceed gives them until June 2<sup>nd</sup> to finish but this date may be adjusted depending on the lead time for the cabinets.

### **Maintenance Update**

There was a fire inspection of the sprinklers and everything is fine. Spring clean-up is still on going and has been tough. We have had several unit turn-overs this year. Everything is moving along very well.

### **Management Agreement with Kingston Housing and Duxbury Housing**

Dede presented to the board the Management Agreement from both Duxbury and Kingston that is due for renewal. Both housing authorities are extending the agreement for 5 years. Russell Shirley made the motion to approve the Management Agreement with both authorities for 5 years with the increase explained and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

### **Bank Account – Net Metering**

Tabled until next meeting.

### **NOFA – Notice of Funds Available – Mainstream Vouchers**

HUD has come out with funding available for non-elder disable vouchers. Dede has asked the board to approve file the application and hiring of a consultant to assist with the application. Jeffrey Metcalfe made the motion to hire a consultant and file the application and was seconded by David Ward. The motion passed with a 4-0 vote.

**Affordable Trust Meeting**

Russell Shirley asked the board for a representative to attend in his place as he will be out of town. Russell has put in a letter requesting reassignment to the Affordable Trust Board and now requesting the board to endorse him again.

**Smoking**

David Ward asked about the smoking situation. Dede explained the accountant has been going over number but was unable to make the meeting. He will present what he has at the next meeting.

**Staff Reports**

Dede reviewed the April staff reports with the board.

**Warrants**

Russell Shirley motioned to pay the April bills and was seconded by David Ward. Motion passed with a vote of 4-0.

The next meeting will be at High Cliff on June 11, 2018 at 9:30 am.

**Adjournment**

Russell Shirley made a motion to adjourn and was seconded by Jeffrey Metcalfe. The motion passed on a 4-0 vote.

**Document Issued:**

Minutes April 12, 2018  
Facility Update  
April 2018 Warrants  
April 2018 Staff Reports

A true record

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