

A regular meeting of the Plymouth Housing Authority was held on Monday January 8, 2018 at 9:30 a.m. at 130 Court Street. Plymouth, MA. The following were in attendance:

Present:

Douglass Gray, Chairman
David Ward, Commissioner
Nicole Long, Commissioner
Russell Shirley, Commissioner

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

Public Comment

The door lock has been installed on the closet door in the Castle Court community room. People who need to get access to the closet will need to come to the Court Street office and fill out a form with a reason for needing access.

A resident commented there was a sign on the laundry room door at Castle Hill asking the Housing Authority to salt and sand between the cars.

Approval of Minutes

Russell Shirley motioned to accept the minutes for December 11, 2017 and was seconded by David Ward. The motion passed with a vote of 4-0.

Maintenance Update

January 4th Storm – The driveways were completed first to allow access for emergency vehicles. A few sites people were asked to move their cars to clean the parking lots. Most moved but not everyone even when he went door to door asking people to move their cars. It has been recommended to the tenants if they are not using the car to park it off site if possible when a storm is expected. Todd suggested to have a reverse call message for the tenants to move their cars after a snow storm.

Facilities Manager Modernization Update

Castle Court – Electrical – The draft letter to Eversource is completed and an email was sent to Kathy White at Eversource. She responded just before the meeting. She explained that due to the weather nothing is going to get done fast. Chris informed her that the whole project was paid for back in 2016 and nothing was done during the summer when the weather was good. American Electrical has completed their exterior work and has pulled the new wires into the building. They are waiting for Eversource to finish connecting the main line from Court Street to Castle Street. The contractor is waiting to go into the units and will continue once the power comes online. Russell Shirley made a motion to send the letter but copy Mass Department of Public Utilities, our Legislators, Board of Selectmen and DHCD, seconded by Nicole Long. Motion passed with a 4-0 vote.

Southfield – Community AC – The new electrician has been brought on and there are two components missing from the plans and specs that are a manufacturers and code requirements. We will need board approval on both Change Orders for the completion of the project. Change Order #1 is to add a disconnect switch for the branch box with an increase of \$643.46. Change Order #2 is to add a convenience plug to the outdoor unit with an increase of \$407.71. Russell Shirley made a motion to allow the change orders to be signed contingent on the electrical work is required and was seconded by David Ward. Motion passed with a 4-0 vote.

Cherry Hill and Cherry Hill II – Automatic Door openers- Request for Reasonable Accommodation – Plymouth Bay would like to know why the board has requested a conference call. Plymouth Bay is requesting a formal letter sent from our board explaining what the conference call will be about. Dede suggested going back to options. The housing Authority will pay and do the job and Plymouth Bay will have 2 years to pay back the amount.

Cherry Hill – Community room A/C - MM Environmental, we have run into significant issues with this contractor not putting the right equipment in and not following proper protocol. Chris is in discussion with the engineer and DHCD to handle the situation and make sure we continue to hold the contractor accountable. DHCD states we cannot just throw him out as long as he follows through with corrections.

Cherry Hill – Exhaust - Job is completed. However, there is one item on the punch list the needs to be fixed before the certificate of completion can be voted on.

High Cliff & Northfield – Doors – We are proceeding per the new schedule and weather permitting. There is a change order credit of \$1008.64 as one tenant had a new door put in a few years ago. Dave Ward made a motion to approve the change order credit of \$1008.64 and was seconded by Nicole Long. Motion passed with a 4-0 vote.

CIP – The five year plan submitted and waiting for DHCD approval.

Lead Paint Certificate

Chris explained the Lead Paint Certification needs to be approved every year. Russell Shirley made the motion to sign the Lead Paint Certification seconded by David Ward. Motion passed with a 4-0 vote.

Blue Wave

DHCD and the Legal Counsel has approved the offer. The monies will be kept for reserves for now until DHCD says otherwise.

Tenant Board Member Survey

Dede and the board discussed the survey. Russell Shirley made a motion to accept the survey as discussed and seconded by Nicole Long. Motion passed with a 4-0 vote.

Russell Shirley left at 10:30am

Fair Market Rents/Utility Allowance

Dede presented the board with the new Fair Market Rents and Utility Allowance for 2018. David Ward made a motion to accept the Fair Market Rents effective 1/1/2018 to be implemented 3/1/2018 and was seconded by Nicole Long. Motion passed with a 3-0 vote. David Ward made a motion to accept the Utility Allowance effective 1/1/2018 to be implemented in 3/1/2018 and was seconded by Nicole Long. Motion passed with a 3-0 vote.

Smoking Policy Addendum

Dede spoke with legal counsel because several people at Cherry Hill are complaining about the smoking. There is a meeting scheduled at the site on January 23, 2018 to discuss the smoking policy.

Modernization positions

The ads for the consultant and clerk will be posted this month.

Budget Guidelines

DHCD just released the budget guideline for fiscal year 2018. The new budget should be ready by the February meeting.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

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

Next Meeting is scheduled for February 12, 2018, 8:30 am at Court Street Board Room.

Adjournment

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

Document Issued:

Minutes December 10, 2017
Facility Update
Tenant Board Survey
Fair Market Rent/Utility Allowance
December 2017 Staff Reports

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday February 12, 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
Nicole Long, Commissioner

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

Public Comment

Judith Fitzgerald of Northfield had several areas of concern for the board. One of the concerns is the parking and there not being enough spots. She also made a comment about there being ceiling fans in the hallways. Chris explained there has been several emergencies that causes capital projects are pushed out. She then mentioned that donuts were served at coffee hour and anyone that attended got the donuts and no one else. Dede explained that the donuts were only for coffee hour attendees. She also complained about people sleeping in their underwear. Dede stopped her and explained that she needs to bring issues to her not the board for the first time. Douglass suggested Dede and Judith set up a meeting to discuss her issues.

Approval of Minutes

David Ward made a motion to accept the minutes from the January 8th meeting and was seconded by Nicole Long. The motion passed with a 3-0 vote. Jeffrey Metcalfe abstained.

Facilities Manager Modernization Update

Castle Court – Electrical – Eversource has installed the new transformer and working to run the new lines. An update received on Thursday 2/8/18 stated the preliminary work will be completed next week and finish up early March. There will be a meeting with American Electrical and the engineer to regroup for the remainder of the project once Eversource is completed.

Southfield – Community AC – Kneeland Construction continues to run into problems but are about complete. They had issues with the HVAC and electrical subs, but everything is back on schedule. Jeffrey Metcalfe made motion to approve the Change Order #3 for a no cost time extension of 115 days and was seconded by Dave Ward. Motion pass with a 4-0 vote.

Cherry Hill and Cherry Hill II – Automatic Door - Request for Reasonable - A letter was sent to PBHC board. There has been no response at this time.

Accommodation –Cherry Hill – Community room A/C - A site meeting was held with all parties involved and everything is back on track. Contractor fixed all that was incorrect and has provided the correct information to proceed. David Ward made a motion to approve the Change Order #1 for a no cost time extension and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Cherry Hill – Exhaust - Healthy Air Solutions has finished. Jeffrey Metcalfe made a motion to approve the Certificate of Final Completion and was seconded by Nicole Long. Motion passed with a 4-0 vote. David Ward made a motion to release the retainage of \$1245 and was seconded by Nicole Long. Motion passed with a 4-0 vote.

High Cliff & Northfield – Doors – Waiting for break in the weather to install the sample doors so the remaining doors can be ordered and installed.

Year End Reserves/Reports & Comparatives

Dede reviewed with the board the Year End Reports. David Ward made a motion to approve the Year End Reserves and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote. Jeffrey Metcalfe made a motion to accept the Year End Report narrative and salaries and was seconded by Nicole Long. Motion passed with a 4-0 vote.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

Jeffrey Metcalfe motioned to pay the bills and was seconded by Nicole Long. Motion passed with a vote of 4-0.

Next Meeting is scheduled for March 12, 2018, 9:30 am at Court Street Board Room.

Adjournment

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

Dede requested to have the meeting reopened.

Dede presented the board with a request. One of the employees in preparing to have a baby was told the baby would need medical intervention. As a result the employee bank 5 weeks of vacation time and as policy states can only carry over 5 days. Jeffrey Metcalfe made the motion due to extraordinary circumstances 4 weeks of vacation to be paid out and was seconded by David Ward. The motion passed with a 4-0 vote.

Jeffrey Metcalfe made the motion to reclose meeting and was seconded by David Ward. Motion passed with a 4-0 vote.

Document Issued:

Minutes January 8, 2018
Facility Update
Analysis and results of Operating Reserve Balance
Letter to Cherry Hill II Board from PHA Board
DHCD Notice 2018-03
Correspondence from Northfield Tenant
January 2018 Staff Reports

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday March 12, 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
Richard Conlon, CPA
Kelly Higgins, Recording Secretary

Public Comment

High Cliff Resident – Thanked the board for the bike rack. The Comcast has put a 90 day waiting period to sign up for the \$10 Wi-Fi from Comcast if you cancel your subscription. She is trying to find out about a grant to pay for a recycle pad and fencing. Chris explained we are exhausting all of our options for an inside recycling program before moving it outside.

Cherry Hill Resident – Commented to the board the recycling really smells and with the warm weather coming the smell is only going to get worse. He also asked about the plugs in the kitchen behind the sink that are not working. When the power went out earlier this month an extension cord was run from maintenance to make coffee. Chris explained the generator stopped working and there is a replacement generator there. He will have to look at the outlets to see why there are not working. He also asked about the furniture in the main lobby. The furniture is very old and hard to get out of. He asked why the furniture in the upstairs lobby was moved down and new put up there. Dede explained new furniture will be purchased this year.

Cherry Hill new resident – He asked if there is a medical expenses deduction. He said he was not asked if he had any. Dede explained the board has nothing to do with the rent calculations. She informed him to call Amanda or Jill to set up a meeting to review his rent.

Castle Court Resident – She was at another site and noticed a barrel of sand and salt and there are none at Castle Court. Chris said he would be looking into why there is nothing and make sure there is some there.

Approval of Minutes

Jeffrey Metcalfe made a motion to accept the minutes from the February 12th meeting with the addition of Jeffrey Metcalfe as present and was seconded by David Ward. The motion passed with a 3-0 vote, Russell Shirley abstained. Jeffrey Metcalfe made a motion to accept the minutes from the special meeting on March 1st with the addition of the fourth bullet “The P&S Agreement is contingent upon the appraisal” and was seconded by Russell Shirley. Motion passed with a 4-0 vote

Facilities Manager Modernization Update

Castle Court – Electrical – Eversource has installed the new transformer and working to run the new lines. An update received on Thursday 2/8/18 stated the preliminary work will be completed next week and finish up early March. There will be a meeting with American Electrical and the engineer to regroup for the remainder of the project once Eversource is completed.

Southfield – Community AC – Kneeland Construction continues to run into problems but are about complete. They had issues with the HVAC and electrical subs, but everything is back on schedule. Jeffrey Metcalfe made motion to approve the Change Order #3 for a no cost time extension of 115 days and was seconded by Dave Ward. Motion pass with a 4-0 vote.

Cherry Hill and Cherry Hill II – Automatic Door - Request for Reasonable - A letter was sent to PBHC board. There has been no response at this time.

Accommodation –Cherry Hill – Community room A/C - A site meeting was held with all parties involved and everything is back on track. Contractor fixed all that was incorrect and has provided the correct information to proceed. David Ward made a motion to approve the Change Order #1 for a no cost time extension and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Cherry Hill – Exhaust - Healthy Air Solutions has finished. Jeffrey Metcalfe made a motion to approve the Certificate of Final Completion and was seconded by Nicole Long. Motion passed with a 4-0 vote. David Ward made a motion to release the retainage of \$1245 and was seconded by Nicole Long. Motion passed with a 4-0 vote.

High Cliff & Northfield – Doors – Waiting for break in the weather to install the sample doors so the remaining doors can be ordered and installed.

Year End Reserves/Reports & Comparatives

Dede reviewed with the board the Year End Reports. David Ward made a motion to approve the Year End Reserves and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote. Jeffrey Metcalfe made a motion to accept the Year End Report narrative and salaries and was seconded by Nicole Long. Motion passed with a 4-0 vote.

Modernization Consultant

Topic was tabled.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

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

Next Meeting is scheduled for April 9, 2018, 9:30 am at Southfield.

Adjournment

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

Document Issued:

Minutes February 12, 2018

Minutes Special Meeting March 1, 2018

Facility Update

Budget FY18

February 2018 Staff Reports

A true record

A Special meeting of the Plymouth Housing Authority was held on Monday March 1, 2018 at 10:00 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

Purchase and Sale Agreement

The board was presented the P&S. The following provisions were added:

- The P&S Agreement is contingent upon the Buyer (Plymouth Housing Authority) securing all funding for the mutually agreed upon price.
- The P&S Agreement is contingent upon a change to Paragraph 9 as follows: At the time of performance, the Seller shall give the Buyer possession of the entire premises, free of all occupants and tenants and of all personal property, except property included in sale.
- The P&S Agreement is contingent upon the seller striking from Paragraph 9, sentence one the following: "except ..tenant permitted to remain.
- The P&S Agreement is contingent upon the appraisal.

Russell Shirley made the motion to sign the Purchase and Sale Agreement with the new contingencies and was seconded by David Ward. The motion passed with a 4-0

Jeffrey Metcalfe motioned to adjourn and was seconded by David Ward. Motion passed with a 4-0 vote. Meeting Adjourned at 10:50am.

A true record

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

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 2nd 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 2nd 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

A regular meeting of the Plymouth Housing Authority was held on Monday June 11, 2018 at 9:30 a.m. at 23 Prince 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, Asst. Facilities & Modernization Manager
Todd Lawson, Maintenance Supervisor
Bill Keohan, Community Preservation Committee

Public Comment

Tenant made a suggestion to post a direction sign as people are going the wrong way. The Housing Authority is planning to restripe the driveways and put arrows to show the direction to go.

Tenant suggested redoing the signs Chris explained redoing the signs is already part of the capitol plan.

Board Reorganization

Russell Shirley motioned to have Douglass Gray remain Chairman and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote with 1 abstention. Nicole Long motioned to have Jeffrey Metcalfe remain Vice-Chairman and was seconded by Russell Metcalfe. Motioned passed with a 4-0 vote with 1 abstention. Jeffrey Metcalfe motioned to have David Ward remain Treasurer and Russell Shirley seconded. Motion passed with a 4-0 vote with 1 abstention.

Affordable Housing Trust – Board appointment

Jeffrey Metcalfe motioned to have Russell Shirley remain the as the board appointed member and was seconded by Nicole Long. The motion passed with a 4-0 vote with 1 abstention.

Approval of Minutes

Russell Shirley made a motion to accept the May minutes as presented and was seconded by Jeffrey Metcalfe. The motion was passed with a 4-0 vote with 1 abstention.

Facilities Manager Modernization Update

Castle Hill – Electrical – The electrical rooms have been transitioned to the new power and will start the unit transfer next week. The tenants will be informed when the power will be off.

Cherry Hill – Doors – Waiting for the material to arrive and for the contractor to schedule work.

Cherry Hill – Siding – The scope has increased to do the 12 front windows and siding. Finish developing the project and sending bid package to DHCD for review.

High Cliff & Northfield – Doors – Still having issues with the contractor, but progress was made when the termination of contract was discussed. The president of the company is now running the project and we have confirmation the doors have been ordered.

High Cliff – Carpet – Carpet placement has begun and moving along quickly. Hopeful the project will be finished the end of next week.

Russell Shirley made a motion to adjourn regular session and was seconded by David Ward. Motion passed with a 5-0 vote.

Jeffrey Metcalfe made a motion to go into Executive Session and was seconded by Russell Shirley. Motion passed with a roll call 5-0 vote.

Russell Shirley made a motion to reopen regular meeting and was seconded by David Ward. Motion passed with a 5-0 vote.

High Cliff – HP Kitchens – Waiting for material and the contract to schedule work.

High Cliff – Deck – M&C Building has pulled the permits and submittals have been approved. Waiting to hear on lead time on material and work schedule.

Castle Court – Storage – The shelves have been installed in the basement. The totes have been ordered and a proposed schedule has been developed to assist the tenants in storing/retrieving their belongings.

Castle Court – Emergency Lights – As part of the preventative annual maintenance plan we are checking and replacing batteries of all emergency lights in the main stairwells of all buildings.

Solar – All the other housing authorities have opted to open an account at Wilmington Trust and have that the control account. Russell Shirley made a motion to accept the proposal to open an account in the Wilmington Trust and was seconded by Jeffrey Metcalfe. Motion passed with a 5-0 vote.

Old/New Business

Russell Shirley asked about the locked closet door at Castle Court. Dede explained that after the Salvation Army drops off the food if there is anything left the tenant do not want it will be left on the table. A tenant that does the coffee hour still has a key to lock up the coffee supplies.

Tenant made a comment about the security company that they are only driving around the circle and not walking around the grounds or buildings. Dede will look into exactly what the security company is doing.

Tenant also commented about the condition of the hallways and feel maintenance should not be cleaning. Russell Shirley explained all the sites are being cleaned by maintenance

Warrants

Jeffrey Metcalfe motioned to pay the May bills and was seconded by Nicole Long. Motion passed with a vote of 4-0.

Application for mainstream vouchers will be sent out by the end of this week.

Staff Reports

Dede reviewed the May staff reports with the board.
The next meeting will be July 9, 2018 at 130 Court Street.

Adjournment

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

Document Issued:

Minutes May 14, 2018
Facility Update
May 2018 Warrants
May 2018 Staff Reports

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday July 9, 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, Treasurer
Russell Shirley, Commissioner
Nicole Long, Commissioner

Dede Riendeau, Executive Director
Todd Lawson, Maintenance Supervisor
Linda Melkonian

Public Comment

No public comment.

Renew FSS Coordinator Grant & Hire Consultant

Dede explained this grant needs to be updated every year for the FSS Coordinator position. Dede asked the board to hire a consultant to help with the filing of the application. Jeffrey Metcalfe made a motion to hire a consultant to help with the filing of the application and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Approval of Minutes

Russell Shirley made a motion to accept the June regular minutes as presented and was seconded by David Ward. The motion was passed with a 5-0 vote. Jeffrey Metcalfe made a motion to accept the Executive Minutes and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Facilities Manager Modernization Update

Castle Hill – Electrical –American Electrical should be finished by the end of the week. They have run into minor complications and the weather has not been cooperating and not conducive to turning off the power. The tenants have been very accommodating.

Cherry Hill – Doors –L&S Doors have all the materials and should be starting to install doors to both buildings this week. There is a change order of \$1,443 for new locks and keys for the doors. Russell Shirley made a motion to approve the change order for the new locks and keys totaling \$1,443 and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Cherry Hill – Siding –The project has increased to do the 12 front windows and siding. Waiting on DHCDs review.

High Cliff & Northfield – Doors – We have confirmation the doors have been ordered with an anticipated arrival date of July 23rd. They have provided a work schedule with work beginning on July 30th and all the doors to be installed by August 9th.

High Cliff – Carpet – Carpet replacement has been completed with a minor punch list. Change order of \$1,443.21 to repair the subfloor and final completion and release of final payment of \$38,850 which will not be released until the punch list is completed and approved. Russell Shirley made a motion to approve the change order of \$1,443.21 and to release the final payment of \$38,850 once the punch list is completed and was seconded by Nicole Long. The motion passed with a 5-0 vote.

High Cliff – HP Kitchens – MJ Connors has completed 4 kitchen and should complete the remaining 4 this week. Coordinating with the plumber and electrician has been challenging however all 8 should be completed the end of this week.

High Cliff – Deck – M&C Building has just about completed the deck Chris needs to do the walk through to make sure everything to complete. A vote is needed for final completion and release of final payment \$29,900 once the punch list is satisfied. Jeffrey Metcalfe made a motion to approve the final completion and release of final payment of \$29,000 once punch list is satisfied and was seconded by Russell Shirley. The motion passed with a 5-0 vote.

Castle Court – Storage – The shelving has been installed, the totes have been received. A notice was sent to the tenant to call if they would like to use the storage option. Once the proposed schedule and new policy has been approved work orders will be placed and the process started. Russell Shirley made a motion to approve the storage agreement and was seconded by David Ward. The motion passed with a 5-0 vote.

Old/New Business

Russell Shirley mentioned the cost of the smoking detectors seems to be reasonable. He would like to start enforcing the smoking policy and install the detectors. Dede mentioned Rich Conlon the accountant will be attend the next meeting to discuss the cost further. David Ward suggested inviting the Board of Health to a meeting to discuss their help with the project.

Sec. 8 Project Based Vouchers – Presentation by Gail Neibaur

Gail Neibaur is the Assistant Executive Director of the Malden Housing Authority and does consulting on the Section 8 Project Voucher Program. The Housing Authority is able to use 20 % of their vouchers and another 10% that can be used for a total of 30%. With the Project Based Vouchers you are able to use all of what you are awarded the Housing Authority controls the vouchers. The Project Based Vouchers are awarded to people who are on the Housing Authority's waiting list. The Housing Authority is able to set up a new Project Based waiting list. The applications are given out to potential new tenants and the owner will run the maintenance and suitability screening then given to the Housing Authority to run the eligibility screening and tenant lease-up. Russell asked if there is any instance where the Housing Authority controls the suitability screening, eligibility screening and the maintenance of a site. Gail explained the suitability and maintenance are on the site owner/manager, there are Housing Authority that subcontract the wait list, but are still in control of the vouchers and have the final say. Dede asked about the existing tenants of the site. Gail explained those tenant will have preference as HUD does not want to displace anyone and create more homelessness. However, they have to be income & CORI eligible if they decide to stay. Gail suggested let the site owner/manager handle the maintenance and suitability of the existing tenant if they want to stay so the Housing Authority is not involved with the existing tenants. The site has to meet Housing Quality Standard before tenants can be housed. Dede stated we have an inspector that does the HQS inspection. Russell Shirley made a motion to send the inspector to pre-inspection to see if the 7 existing units meet the Housing Quality Standards and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote. The next step would be to make sure the Admin Plan and PHA Plan is up to date and there is enough in the budget to cover the 7 units. Once that is set the Housing Authority needs to place an ad for anyone interested in participating the Project Based Voucher Program. Dede asked if there are more than one contractor can a contract be signed with both. Gail stated it could more of a burden to keep track of all the HAP contract, but it could be done. Once the Housing Assistant Payment contract is signed 8 or more vouchers can be shelved for use in phase II once phase I is housed. Russell Shirley made a

motion to hire Gail Neibaur to help with Section 8 Project Based Vouchers and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote. Gail made a suggestion to write in to the contract with the site owner/manager that the Housing Authority would be first to buy the property later in time if the site comes up for sale. Also the rents under the project based is the lower of the rents or 110% of the FMR.

Public Comment

Tenant asked if the glass window and door at High Cliff in the laundry room could have shades or something put up as it is very hot.

It was also asked in Northfield TV room is not being used because it is too hot, but if they could get some fans then at least it would be cooler to use. The tenant asked if there is a fan to go in the elevator. The tenant also asked if there is any way to get A/C in the hallways, laundry room and the TV/community room.

Tenant made a comment about the static on her landline and her Wi-Fi is not working. She called Verizon and they stated it's the wiring in the building. Also their cable goes out on the regular channels.

A tenant made a comment that one of the tenants at High Cliff has a water leak in her apartment. Russell asked the tenant put in a work order so the leak can be addressed. Another tenant was cooking and the fire alarms went off and the fire department showed up. Dede will talk to Todd about whether or not he was notified about the emergency and to check the apartment.

Staff Reports

Dede reviewed the June staff reports with the board.

Warrants

Russell Shirley made a motion to accept the bills and was seconded by David Ward. The motion passed with a 4-0 vote.

The next meeting will be August 13, 2018 at Northfield, 84 Nicks Rock Road.

Adjournment

Nicole Long made a motion to adjourn and was seconded by David Ward. Motion passed with a 4-0 vote.

Document Issued:

Minutes June 11, 2018
July 2018 Facility Update
Storage Agreement for Castle Court
June 2018 Warrants
June 2018 Staff Reports

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday August 13, 2018 at 9:30 a.m. at 84 Nicks Rock Road, Plymouth, MA. The following were in attendance:

Present:

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

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

Public Comment

Castle Court needs to have the grass cut, tenants are concerned about ticks.

Approval of Minutes

Russell Shirley made a motion to accept the July minutes seconded by Jeffrey Metcalfe. Motion pass with a 4-0 vote.

Management Agreement Duxbury – Management Fee Calculation

Richard explained DHCD would like the fees broken down for FY 2018 as to what the executive director is getting paid. David Ward made a motion to approve for Fiscal Year 2018 the percentage of the payment to the executive director for both Duxbury and Kingston as was discussed and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

Write-off Uncollectable Rents

Dede explained the uncollectable rents in the amount of \$3,606.40 for all programs. Russell Shirley made a motion to write off the collection losses as explained and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Sec. 8 Admin Plan Revision – 7/1/2018

Dede explained the changes are in the Sec. 8 Admin Plan for July 2018 as prepared by Nan McKay & Assoc. Russell Shirley made a motion to accept the Admin Plan revision and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Facilities Manager Modernization Update

Castle Hill – Electrical –American Electrical has finished the first three buildings. They intended on being done but the extreme heat and humidity slowed them down.

Cherry Hill – Doors –L&S Doors had an emergency project that delayed the start of the job. They should be starting next week.

Cherry Hill – Siding –The project has increased to do the 12 front windows and siding. The new Capital Improvement Plan will source the funding for this project, waiting to be awarded a FISH #.

25 Montgomery Dr. – Slider – Slider needs significant repair. We have received quotes from 2 companies and Plimouth Glass is the low bidder at \$2,365. Jeffrey Metcalfe made a motion to award Plimouth Glass the low bid of \$2,365 and was seconded by Russell Shirley. Motion passed with a 4-0 vote.

High Cliff & Northfield – Doors – High Cliff has been completed and Northfield will be started this week. The installs have been much better.

High Cliff – HP Kitchens – M&C Building has completed all 8 kitchens. There was some VCT tile repair that needed to be completed and additional baseboard installed. This warranted a change order for labor only in the amount of \$1067.28. The final payment is \$5251.98.

Russell Shirley made a motion to approve the change order of \$1067.28 and approve the final payment of \$5251.98 and was seconded by David Ward. Motion passed with a 4-0 vote.

Tech Services – Our contract is up for rebid. We solicited several companies but only received one bid from the company we currently use BDB Tech Service. Jeffrey Metcalfe made a motion to accept the 3 year contract and extend to 5 years if the company is willing and seconded by Russell Shirley. Motion passed with a 4-0 vote.

Castle Court – Storage – Racks are put up and the totes purchased. We solicited to see who would be interested and we only received 2 definite and 1 maybe. A tenant made a comment about waiting for maintenance.

2018 5 year & Annual Capital Plan – State

Chris explained the projects that are on the State 5 Year Plan and Annual Capital Plan State. Jeffrey Metcalfe made a motion to accept the 5 Year plan and State Annual Capital Plan and was seconded by David Ward. Motion passed with a 4-0 vote.

2018 5 year & Annual Capital Plan – Federal

Chris explained this was established and discussed last fall but HUD had changes in their system and we need to revote. Russel Shirley made a motion to accept the Federal Annual Capital Plan and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Amendment #6

Chris explained amendment #6 is an increase our State Capital Plan by \$263,959.93. David Ward made a motion to accept Amendment #6 and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Power/Gas Company

The contract is up for the power and gas supplier. We are seeking other power options and companies. Chris will keep the board updated on progress. Chris mentioned a ribbon cutting for the new solar field in Wareham on August 21.

Fresh Air

Richard went over the numbers for installing the devices and the yearly monitoring. He explained this program would put a strain on the budget. Russell Shirley suggested looking at another option besides Fresh Air. He suggested revising the Smoking Policy before the end of the year to say they agree to have a device installed if PHA receives a complaint about smoking. Russell suggested revising the smoking policy by the end of the year to say PHA will be enforcing the policy once we get the monitoring system in place.

Update Project Based Voucher & Manomet Project

Dede stated the Housing Quality inspection is set up for Thursday of this week. The Block Grant money is ready. A vote will take place on September 5 to decide who the Block Grant will go to either the Housing Trust or the Housing Authority.

Old/New Business

Russell will be available to take the Ethics Training on September 22 in Holyoke. He also took another class that was about Personnel. Conflict of Interest is due every 2 years. Dede will look into the when the Conflict of Interest is due. Russell mentioned the Executive Director review.

Russell attended the Affordable Trust meeting as a PHA representative and they are ready to help with the block grant money rolling again and they are very supportive of the Manomet Project. There is a tiny house open house at the Marshfield Fair as an option for elderly Veteran housing.

Russell suggested inviting Rick to the next meeting so he can see how involved the board is in the Manomet Project.

Staff Reports

Dede reviewed the July staff reports with the board.

Warrants

David Ward made a motion to accept the bills and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

The next meeting will be September 11, 2018 at Cherry Hill, 128 Court Street.

Adjournment

David Ward made a motion to adjourn and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Document Issued:

Minutes July 9, 2018

August 2018 Facility Update

Model Admin Plan Revision Instructions

2018 Annual Statement/Performance and Evaluation Report

Cost of Fresh Air Breakdown

July 2018 Warrants

July 2018 Staff Reports

A true record

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

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 17th 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 2nd and 4th 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

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