

A regular meeting of the Plymouth Housing Authority was held on Monday, February 25, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

Jeffrey Metcalfe, Vice Chairman
David Ward, Treasurer
Nicole Long, Commissioner
Russell Shirley, Commissioner

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

Public Comment

Gail Sylva from Castle Court stated that the parking is limited at Castle Court and that she parks in the visitor parking area that has 8 spots. But then visitors, workers or aides are on-site they take up the parking. Suggested possibly putting a sign up that pointed up the hill for visitors to park. Chris Plourde said he would investigate it and didn't see why not. Another tenant stated that front and back sidewalks are supposed to be shoveled by maintenance. Her back walkway has been covered in ice or snow and is not being addressed. Todd stated that we have twelve sites and six employees and try to get the main areas during storms. A tenant asked why more maintenance workers cannot be hired. Richard stated that the funding for employees is based on the number of units. According to the state's standards it is one employee per 80 units. A tenant at High Cliff stated that the kitchen has signs everywhere about not touching or moving items. The signs were not posted by residents but the DSW workers. There is also old food and stuff in the refrigerator in the kitchen, but the tenant doesn't want to touch any items. Russel Shirley suggested a sign to post every Friday the refrigerator is cleaned out.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the January 14, 2019 meeting as presented and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Facilities Manager Modernization Update

Castle – The walkway will be complete once we have repairs made to the gas line. We are still waiting on an estimate from John Hoadley and Sons to make any repairs as well as replace the entire gas line and walkway.

Cherry Hill – Shiretown finished the carpet installation on the 2nd and 4th floors. The carpet tiles worked out great and could be how we proceed from here on. Shiretown completed the project with no punch list items and will need board approval of final payment within the contract amount of \$24,584. David Ward made a motion to approve final payment and was seconded by Nicole Long. The motion passed with a 4-0 vote.

Cherry Hill –L&S Doors – they have completed the doors and remaining punch list. Will need board approval to release retainage and pay the final payment in the amount of \$1,361.85. Russel Shirley made a motion to pay final payment and was seconded by Nicole Long. The motion passed with a 4-0 vote.

Cherry Hill –R. Mullen & Associates have completed the repair. Once they removed the siding, the scope of the work grew much bigger than originally anticipated. A change order was presented in the amount of \$14,900 to remove all the siding off in that area, repair all damage, house wrap entire area, and install new vinyl siding. This also included cleaning out the gutters and down spouts at the roof line. Total contract comes to \$27,825 which remains under the approved \$30,000. I will have all the final documents to vote on at the next meeting. A motion was made by Russel Shirley to accept the change order of \$14,900 and was seconded by David Ward. The motion passed with a 4-0 vote.

High Cliff and Northfield – Collins Construction has completed the job in its entirety. We will need board approval to release retainage and pay the final payment in the amount of \$4,526.85. David Ward made a motion to accept the amount for final payment and was seconded by Russel Shirley. The motion passed with a 4-0 vote.

Northfield – Stafford Fencing has completed the install of the new guardrail at Northfield. No punch list or issues. We will need board approval of final payment in the contract amount of \$4,950. Nicole Long made a motion to approve the final payment and was seconded by David Ward. The motion passed with a 4-0 vote.

Northfield – C.A. Crowley Engineering will be developing the exhaust system project for us. This is for the building exhaust and make up air system in the common areas. (waiting on scope and fee).

Northfield – C.A. Crowley Engineering will also be developing the community room AC project as well. This project will be like the ones we have recently done with the installation of a heat pump split system (waiting on scope and fee).

High Cliff – We are starting to develop the kitchen renovation project for all the units at High Cliff which will be phased over the next couple of years (in progress). Hopefully start this summer.

Lead Certificate – We will need board approval of the annual Lead Paint Certificate.

Recycling – Recycling will be terminated as of March 1st and all the tenants have been notified.

Castle – Industrial Burner inspected the mechanical room that has been overheating. Proposed putting in a sensor to bring in more fresh air after systems kick off. \$1925.00 invoice. Todd stated that the thermostat would be set at 75 and that this service would help. We'll start with installing device in Building 2 and see how it works. Russel Shirley made a motion to install the sensor and was seconded by David Ward. The motion passed with a 4-0 vote.

Wi-fi - Todd gave an update on the Wi-Fi extenders for the no smoking sensors. Almost all buildings have them installed, they just need to be programmed. Russel Shirley asked if we need to install more outlets since that will take up space. Todd said he would investigate it.

Fiscal Year 2018

Richard reads the accountant's compilation report. Russel Shirley made a motion to accept the 400-01 State program year end report and was seconded by Nicole Long. The motion passed with a 4-0 vote. David Ward made a motion to accept the 689-1 State program and was seconded by Russel Shirley. The motion passed with a 4-0 vote. Russel Shirley made a motion to accept the Section 8 Voucher program report and was seconded by Nicole Long. The motion passed with a 4-0 vote. Nicole Long made a motion to accept the Federal MA 59-C program report and was seconded by Russel Shirley. The motion passed with a 4-0 vote. David Ward made a motion to accept the Local Affordable Housing budget and was seconded by Nicole

Long. The motion passed with a 4-0 vote. David Ward made a motion to accept the Management Program and was seconded by Russel Shirley. The motion passed with a 4-0 vote.

Old/New Business

Dede stated that the top five salary employees must be approved every year. Russel Shirley made a motion to approve the top five salary employees and was seconded by Nicole Long. The motion passed with a 4-0 vote. Dede stated that the compliance of the lead laws needs to be voted on. Russel Shirley made a motion to accept the compliance of the lead laws and was seconded by David Ward. The motion passed with a 4-0 vote. Dede stated that the 2019 utility charges charts need to be approved. Russel Shirley made a motion to accept the 2019 utility charges chart and was seconded by David Ward. The motion passed with a 4-0 vote.

Warrants

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

The next meeting will be March 11, 2019.

Adjournment

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

Documents Issued

Minutes January 14, 2019
Facilities Update
Fiscal Year 2018-year end reports
2019 Utility Charts

Action Items

Signs removed at High Cliff kitchen
Signage at Castle Court parking

A true record
