

A regular meeting of the Plymouth Housing Authority was held on Monday, April 8, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
Mary Ann Veiga, Commissioner
Dennis Sampson, Commissioner

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

Board Reorganization

Russell Shirley made a motion to nominate Nicole Long for Chairwoman and was seconded by David Ward. The motion passed 5-0. David Ward made a motion to nominate Russell Shirley as Vice Chairman and was seconded by Dennis Sampson. The motion passed 5-0. Russell Shirley made a motion to nominate David Ward as Treasurer and was seconded by Mary Ann Veiga. The motion passed 5-0.

Public Comment

A tenant from 29 Castle Court asked if a sensor light could be added to the back of her building. It is very dark back there at night and you cannot see anything. There has been a lot of foot traffic behind the building. On March 20, 2019 someone tapped on her window. There was a robbery that night at 7-11 and she was nervous. The tenant asked if the recycling bins will be picked up from the company because people keep putting stuff in them.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the March 11, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 4-0 vote with one abstain.

Facilities Manager Modernization Update

Castle Hill – We are proceeding with the repair of the walkway. Have reached out to the contractor and waiting on a new schedule.

Castle Hill – John Hoadley and Sons – Still waiting on the estimate for the entire replacement of the system.

Cherry Hill – Windows – DHCD has approved Robinson Green Beretta Corp as the designer for the Cherry Hill window replacement. We will need board approval of this recommendation and design budget. Russell Shirley made a motion to approve the design contract and was seconded by Dennis Sampson. The motion passed 5-0.

All - PSP 18-4 Boiler and Furnace Maintenance Services – We will need board approval to award Industrial Burner Systems as low bidder in the amount of \$8,096 per year for boiler systems and Atlantic Mechanical as low bidder in the amount of \$6,350 per year for the furnace systems. These contracts will be good for three (3) years. Russell Shirley made a motion to

accept the boiler and furnace systems servicing contract from Industrial Burner Systems and Atlantic Mechanical and was seconded by David Ward. The motion passed 5-0.

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. We have received the 100% CD's and are reviewing them.

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. We have received the 100% CDs and are reviewing them.

High Cliff – PHA 19-D High Cliff Kitchen Replacement Phase 1 – Project is out to bid and are due on April 11th.

High Cliff/Northfield – Green Capital Needs Assessment – This is no longer a requirement but would be a useful tool. We could do either a CNA (Capital Needs Assessment) where they go through the sites and identify potential projects and life expectancies for the next 20 years. The GCNA includes the CNA but also adds a green and energy efficient solutions for projected projects. The CNA will cost \$7,700 and the GCNA will cost \$12,900. We would like the boards input and approval. Russell Shirley made a motion to have the Assessment done, and investigate Mass Save, and was seconded by Mary Ann Veiga. The motion passed 5-0.

Smoking Devices – We have received the FreshAire signal detector for each location. Once we confirm that we are equipped with a proper service than the devices will ship out.

Fair Market Rents

Dede read the report and stated that PHA can adopt the fair market rents as is, or increase it by 10%, or decrease by 10%. I think these numbers will work better for now, after a few months see how it goes, and if we need to increase it 10%, and that will be the new standard. Russell Shirley made a motion to accept the fair market rents and was seconded by Dennis Sampson. The motion passed 5-0.

Oak Street

Russell Shirley stated that the building is in good shape, windows good, roof but the biggest issue would be ADA compliance – will need a 48-foot ramp. It is a one-story building with a basement. The school committee turned the building over to the selectmen for disposal. The selectmen will take a vote on what to do with it. The selectmen want to know if the PHA has interest in the building. Russell Shirley stated that we should schedule a walk through to see the space. Dede suggested setting up a subcommittee to go to the site with Chris and Todd. Dennis Sampson made a motion to set up a subcommittee to view the Oak Street site and was seconded by Russell Shirley. The motion passed 5-0. Russell Shirley will be the chair and Dennis Sampson.

Old/New Business

We received a letter from Atlantic Point Condominiums, they wanted to do some work and put in a wall and shrubbery. The wall would go about 2 feet onto PHA property. The PHA concern is that it is on a slope and if they will properly maintain it. Downed trees have not been removed from the same property. Russell Shirley made a motion to decline Atlantic Point Condominiums from building a wall and was seconded by David Ward. The motion passed 5-0. Russell Shirley inquired if Howland Disposal sent the PHA any information on being bought out by a new

company. Chris stated he saw a truck with Waste Management on property but have not received any official notice. Russell Shirley made a motion to put the trash service out to bid and was seconded by Dennis Sampson. The motion passed 5-0.

Warrants

Russell Shirley made a motion to pay the bills and was seconded by David Ward. The motion passed with a 5-0 vote.

The next meeting will be May 13, 2019.

Adjournment

Mary Ann Veiga made a motion to adjourn and was seconded by David Ward. Motion passed with a 5-0 vote.

Documents Issued

Minutes February 25, 2019

Facilities Update

Fair Market Rents

Oak Street

A true record
