

A regular meeting of the Plymouth Housing Authority was held on Monday, May 13, 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

### **Public Comment**

A tenant asked if there was going to be new kitchens going in at High Cliff? She asked if some of the furniture in the community room could be replaced at castle court. She asked for two reading chairs and possibly a new small table – the current furniture is falling apart. A tenant asked when the water in the back of her building would be turned on so she can wash her back porch. Todd stated to check if the water is on, and if not, it will be turned on in the next couple of weeks.

### **Approval of Minutes**

Russell Shirley made a motion to accept the minutes of the April 8, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 5-0 vote.

### **Facilities Manager Modernization Update**

Castle Hill – Walkway -We are proceeding with the repair of the walkway. Spoke to the contractor last week and are hoping to get everything completed in the next couple weeks.

Cherry Hill – Windows - Robinson Green Beretta Corp has begun designing the Cherry Hill window replacement project. The schematic design is complete and on to construction documents.

Northfield – Exhaust - C.A. Crowley Engineering – The building exhaust and make up air system in the common areas. The design is complete and the engineer is preparing the documents to go out to bid.

Northfield – Comm AC - C.A. Crowley Engineering – The installation of a heat pump split system. The design is complete, and the engineer is preparing the documents to go out to bid.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – We received a lot of interest on this project and had ten bids come in. The low bidder was MJ Connors, Inc. in the amount of \$4,345.00 per unit. MJ Connors was the contractor who did the other 8 handicap units and they did a good job with no issues. We would ask the board to approve the low bidder MJ Connor in the amount indicated. Russell Shirley made a motion to accept MJ Connors, Inc. low bid of \$4,345 per unit and was seconded by Dennis Sampson. The motion passed with a 5-0 vote.

High Cliff/Northfield – Green Capital Needs Assessment – We have proceeded with the GCNA and have our site visit in June for them to assess what we have.

Smoking Devices – The FreshAire detectors are installed and we are currently working out any bugs. We do have to increase Wi-Fi signal at a couple sites, but the monitoring is working, and we have been getting the weekly status reports.

Solar Account – The newest solar account we entered is almost ready to start paying out. We will need the board's approval to allow Ameresco to speak with our bank representative to establish the controls on the account. This account is only used as a deposit and disbursement account and no party will have control of the funds in there. The controls on the account will allow the moneys to be received from the solar field credit then disbursed to each party in their agreed upon amount. David Ward made a motion to allow Ameresco to speak with our bank representative and was seconded by Dennis Sampson. The motion passed with a 5-0 vote.

Castle Court Pump - We had experienced a sewer backup at Castle Court a couple of weeks ago. After identifying the clog, we also identified a problem with our pump-up system. One of those pumps has failed along with the connecting pipe. The pump company determined that the system is past the point of repair and is in need of a complete replacement. I have reached out to DHCD and am figuring out what needs to be done to complete this as an emergency capital project. Russell Shirley made a motion if emergency proceedings is approved then permission is approved to replace system and was seconded by David Ward. The motion passed with a 5-0 vote. Russell Shirley made a motion if replacement system is approved to add on the replacement valves at \$4,980 and was seconded by David Ward. The motion passed with a 5-0 vote.

RCAT Waiver - We ask the board to renew the waiver to opt out of the RCAT Program. This will keep the projects under \$50,000 completed in house with our staff instead of being lumped into a regional program that will complete the capital work. David Ward made a motion to renew the waiver to opt out of the RCAT Program and was seconded by Dennis Sampson. The motion passed 5-0.

### **Old/New Business**

Section 8 Management Assessment was received from HUD. The Plymouth Housing Authority ranked as a high performer once again. We have met with the Management Company at Mayflower Village that is next to Southfield. They are proposing to remove the old fence and update our existing fence that is on the border of the properties. They also want to remove some of the shrubbery and clean it up. Russell Shirley stated that we should make sure there is an agreement and insurance in place before the work starts. David Ward made a motion to accept the fence project and move forward and was seconded by Dennis Sampson. The motion passed 5-0. Russell Shirley stated that we had a meeting and vote to continue the CPC application and funding for the Oak Street site. The CPC application would be contingent upon ownership of property.

**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 June 10, 2019.

**Adjournment**

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

**Documents Issued**

Minutes April 8, 2019

Facilities Update

Williamson Pump & Motor estimate

Section 8 Management Assessment

A true record

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