

A regular meeting of the Plymouth Housing Authority was held on Monday, June 10, 2019 at 9:30 a.m. at Southfield, 105 South Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
Mary Ann Veiga, Commissioner
Lisa Reilly, Commissioner

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

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the May 13, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 4-0 vote with one abstention.

Board Reorganization

Russell Shirley made a motion to appoint Nicole Long as Chairwoman and was seconded by Mary Ann Veiga. The motion passed 5-0. Mary Ann Veiga made a motion to appoint Russell Shirley as the Vice Chairman and was seconded by David Ward. The motion passed 5-0. Russell Shirley made a motion to appoint David Ward as the treasurer and was seconded by Mary Ann Veiga. The motion passed 5-0.

Oak Street

Russell Shirley attended a meeting with CPC to explain the possibility of developing the Oak Street School site and to find out what possible funding could be received. Tome Keohan from CPC stated that we had an independent cost estimator provide a report. It would be three units with a focus on ADA compliance. The cost estimator came back at \$320,000 to renovate the units, there are some soft costs that are not all there. Russell Shirley suggested to add 20% just to cover any additional costs. Selectmen asked that the abutters are notified about possible plans and that they approve of them. Russell Shirley made a motion to move include approval to move forward based CPC funding, and to have himself represent PHA at the selectman meeting and get a commitment for the project and approval to speak with WATD and was seconded by Mary Ann Veiga. The motion passed 5-0.

Facilities Manager Modernization Update

Castle Hill – Walkway -The walkway by the trash enclosure has been repaired. We are now developing a project to replace the rest of the problem areas around the site.

Cherry Hill – Windows - Robinson Green Beretta Corp are designing the Cherry Hill window replacement project. The 50% construction documents have been submitted and reviewed. The comments have been received and RGB is preparing the 100% construction documents.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – The project has been denied as an emergency and will not be covered under emergency funds. They have awarded the project a FISH number and proceeding as a standard project with formula funding.

Northfield – Exhaust - C.A. Crowley Engineering – The project is out to bid and due on June 12th.

Northfield – Comm AC - C.A. Crowley Engineering – The project is out to bid and due on June 12th.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – We have done the kitchen takeoffs for the 25 units and waiting on a schedule to begin the work.

High Cliff/Northfield – Green Capital Needs Assessment – We have completed the walkthrough and document transfer for the assessment portion and should be receiving a report in the next month or so.

Northfield – Walkway – PHA 19-F – Northfield has some areas of asphalt paving that have split and heaved because of settling and roots. We are creating a project to cut out these areas and replace with concrete. We will especially be paying attention to all the transitions from walkway to roads and patios.

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

Smoking Devices – The FreshAire detectors are installed and they have been monitoring and detecting in a couple of instances.

All Sites – We are getting prices to restripe the parking lots at all locations.

Rubbish Removal – We received three bids and South Shore was the low bidder. We will need board approval to award South Shore Disposal in the amount of \$2,814.16 per month. This contract is for one year with two additional years option. Russell Shirley made a motion to accept South Shore Disposal as the low bidder at \$2,814.16 a month and was seconded by David Ward. The motion passed 5-0.

Amendment to Section 8

Currently Section 8 waiting list is managed by MassNAHRO, a new company called GoSection8 will be managing the centralized waiting list effective July 1, 2019. The board needs to accept the amendment to the new plan and that we will participate in the centralized list with GoSection8. The cost will be the same as it was with MassNAHRO. Russell Shirley made a motion to accept the Amendment to the Section 8 program centralized wait list and was seconded by Lisa Reilly. The motion passed 5-0.

Xfinity Cable Increase

Dede stated that the PHA received a letter from Xfinity that effective July 1, 2019 the cost of cable will increase from \$20.00 a month to \$24.00.

Sewer & Water Increase

Russell Shirley stated that PHA will be getting hit with a 10% to 20% increase. The town is offering incentives to using less. Aside from the scattered sites, the large complexes will get hit with the higher increase because we use master meters. The town still has to take a vote and set the rates.

Staff Reports

Dede read from the conventional report for Cherry Hill, Castle Court, Southfield, Northfield, High Cliff, Standish/Olmstead and the scattered sites. Every year the sites must be recertified. Cherry Hill I has 81 units next recertification is January 2020. Cherry Hill II has 35 units, we do not do their recertification. Southfield has 60 units and next recertification is January 2020. Castle Court has 50 units and next recertification is January 2020. High Cliff has 82 units and their next recertification is April 2020. Standish Court has 40 units and their next recertification is September 2019. The scattered sites are composed of 5 single family homes and their next recertification is September 2019. State waiting list has 569 people on the waiting list. High Cliff has 324 and Northfield has 102 on waiting lists. Standish Court has 413 on waiting list for 2 bedrooms and 178 on waiting list for 3 bedrooms.

Warrants

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

Public Comment

A tenant asked about the cable increase and if the \$4.00 would go towards the rent price? Dede stated that yes it would reflect on your rent. This increase is not just for PHA it is across the town. A tenant stated that she had sewer back up in her bathroom and kitchen sink at Southfield and that no one told her about shutting off the water. Todd stated that they had to do an emergency water repair and shut off the water to address it and sometimes if it is an emergency there is not enough time to notify residents. A resident at Southfield stated that the slider in community room is being left unlocked at night. Dede stated that it is the resident's responsibility to lock the door and that she will post a notice reminding the residents to not leave it unlocked. A tenant asked what order will the work be done at High Cliff for the kitchens? Chris stated that he will find out from the contractor and find out to let the tenants have ample notice. A tenant asked about the rubbish container, if the new company will have better service, there is trash everywhere. Chris stated that there is a new company starting July 1, 2019 that will help with the overflow going on right now. A tenant at castle court stated that the water isn't draining properly. Chris stated that they did a walk through and noticed the drains but must figure out why they're not working, could be a grading or pitching issue.

The next meeting will be July 8, 2019.

Adjournment

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

Documents Issued

Minutes May 13, 2019
Facilities Update
Xfinity Cable Increase
Amendment to Section 8

A true record
