

A regular meeting of the Plymouth Housing Authority was held on Monday, August 12, 2019 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

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

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

### **Approval of Minutes**

Lisa Reilly made a motion to approve the minutes and was seconded by David Ward. The motion passed with a 3-0 vote with two abstentions.

### **Facilities Manager Modernization Update**

Castle Hill – Walkway - 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 finishing up the 100% construction documents for review.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – We have solicited C.A. Crowley for the engineering and be lead on the project. We are waiting on their designer fee proposal for review.

Northfield – Exhaust/Comm AC – PHA 19-B – We have had our preconstruction meeting with CAM HVAC & Construction Inc. and Noticed to Proceed signed. The submittals have been submitted and approved and we are currently waiting for a schedule. The schedule will be developed once we know the exact delivery date of the materials.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – The second-floor kitchens have been completed entirely. I will be walking around doing my punch list this week. The first-floor cabinets are being manufactured and will be installed once completed, about a week or so out. All the tenants will be notified a minimum of 48 hours prior to going into their specific unit but will try and give them more notice if possible.

High Cliff/Northfield – Green Capital Needs Assessment – We have received the preliminary report and are reviewing to send back any comments or questions we may have.

Northfield – Walkway – PHA 19-F – We received four bids in with the low bidder being Lawrence Lynch Corp. After reviewing all the documents, we would like to recommend the board approve Lawrence Lynch Corp. in the amount of \$33,082.00. Russell Shirley made a motion to accept Lawrence Lynch Corp as the low bidder and was seconded by David Ward. The motion passed 5-0.

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.

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

Capital Plan – We have created the new 5-year capital plan for years 2020 – 2024 base off our own site evaluations and tenant meetings. We would like to ask for the board's approval to

submit the plan as presented. Russell Shirley made a motion to approve the program as presented and was seconded by Mary Ann Veiga. The motion passed 5-0.

### **Oak Street Update**

Russell Shirley stated that he had nothing new to report and just wanted to know about the insurance coverage. Dede stated that the current insurance company will not cover it because it is vacant and reaching out to other companies waiting to hear back. Russell Shirley stated that there is something called “Builder’s Risk Insurance,” and that he will see if it would work for the site. David Ward suggested of trying to get a builder’s permit through the town. Russell Shirley asked to reform the subcommittee for Oak Street and set up a not for profit. David Ward made a motion to set up a subcommittee for the Oak Street School site and was seconded by Russell Shirley. The motion passed 5-0. Lisa Reilly made a motion to meet with Attorney Jeff Driscoll to set up the non-profit and was seconded by Mary Ann Veiga. The motion passed 5-0. Russell Shirley made a motion to include discussions with Attorney Jeff Driscoll for setting up a not for profit and was seconded by David Ward. The motion passed 5-0.

### **Staff Reports & Warrants**

Lisa Reilly made a motion to pay the bills and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote.

### **Public Comment**

No comment at this meeting.

The next meeting will be September 9, 2019 at High Cliff.

### **Adjournment**

David Ward made a motion to adjourn and was seconded by Lisa Reilly. Motion passed with a 5-0 vote.

### **Documents Issued**

Minutes July 8, 2019

Facilities Update

HVAC System Improvements Northfield

A true record

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