

A regular meeting of the Plymouth Housing Authority was held on Tuesday, October 8, 2019 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Nicole Long, Chairperson
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

Russell Shirley made a motion to approve the minutes and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote with two abstentions.

Facilities Manager Modernization Update

Cherry Hill – Windows – PHA 19-A – We received 10 bids ranging from \$104,000 to \$243,345. The architect has done their review of the low bidder and is recommending we proceed with them. We would ask the board to award the project to Northeast Noise Abatement Corp. in the amount of \$104,000. Russell Shirley made a motion to award the project to Northeast Noise Abatement Corp. in the amount of \$104,000 and was seconded by David Ward. The motion passed 5-0.

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

Southfield – Windows – PHA 19-H – Southfield Common Area Windows – Developing the plans and spec to replace the common area windows. The objective is to get this completed this fall so we can replace the carpet this winter or spring.

Northfield – Exhaust/Comm AC Installation and Common Area Ventilation – PHA 19-B – The project is complete and have completed the walkthrough with the engineer. There are some minor items on the punch list to complete which we are coordinating currently.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – The kitchens are complete and I have done my punch list. The contractor is waiting on two counter end pieces that need replacing and will schedule those to be installed once they are in.

Northfield – Walkway – PHA 19-F – The new walkways have been installed. They still need to patch the paving areas and a spot by the front door. We do have a second change order that needs approval. To make everything as ADA compliant as possible it required us to take up the patio around the flagpole. They have proposed to do a stamped concrete around the flagpole. Change order #2 is in the amount of \$2,850. Russell Shirley made a motion to accept change order #2 in the amount of \$2,850 and was seconded by Lisa Reilly. 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 still putting together plans to get all the sites restriped. We just did get an estimate for Cherry Hill 1 and Office area and will be having that completed soon.

Budget Revision 400C and MA59C

Russell Shirley made a motion to make the changes on the 400 C program and was seconded by David Ward. The motion passed 5-0. Lisa Reilly made a motion to make the changes to the MA59C program and was seconded by Mary Ann Veiga. The motion passed 5-0.

Richard J. Conlon

Richard J. Conlon contract is up, he is the accountant for the housing authority. He is an accountant for multiple housing authorities and has been with this housing authority for almost 35 years. This is for a 3-year contract. Russell Shirley made a motion to extend Richard J. Conlon contract for three more years and was seconded by David Ward. The motion passed 5-0.

Oak Street Update

Russell stated that hoping to keep the budget under \$450,000. We will be applying for grants to keep the numbers low. If we do not receive the grants the town will take ownership of lot and sell it. We were able to obtain a six-month insurance policy. Hoping to put in a demolition permit with the town soon.

Old/New Business

The tenants at Cherry Hill sent a thank you letter for the new Bingo machine.

Staff Reports & 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 if the board had spoke to any of the neighbors at Oak Street School. Russell stated that he has in person and at meetings. The consensus is that they'd rather see it become housing than a condo/developer project. A tenant stated that she didn't like the Halloween decorations at High Cliff using tombstones and RIP signs, there was a complaint made last year but felt that more were put up from the complaint. A tenant asked if there would be more information for new tenants. There is a bit of confusion as to the intercom and other resources at the buildings. The tenants also asked if there could be better signage at High Cliff. There is confusion as to where the front door is. A tenant asked about the Wi-Fi and stated it costs \$65.00 just for Wi-Fi. There is a program for \$9.95 that I need to investigate. It's called Comcast Essentials.

The next meeting will be November 12, 2019 at Northfield, 84 Nicks Rock Road.

Adjournment

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

Documents Issued

Minutes September 9, 2019

Facilities Update

HVAC System Improvements Northfield

A true record
