

A regular meeting of the Plymouth Housing Authority was held on Monday, January 13, 2020 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

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 David Ward. The motion passed 4-0 with one abstention.

### **Facilities Manager Modernization Update**

Cherry Hill – Windows PHA 19-A – Cherry Hill Window Replacement – We had our preconstruction meeting with Northeast Noise Abatement Corp. on Friday. Then we do have a change order that we would ask the board to approve in the amount of \$20,580.36. There are no companies that provide the extruded bronze anymore so the white windows will have to be painted. Russell Shirley made a motion to accept the change order of \$20,580.36 and was seconded by Lisa Reilly. The motion passed 5-0.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – The second pump failed and we had to apply for an emergency waiver. DCAMM approved a complete procurement waiver and I was able to proceed with the lowest proposal we received. Williamson Pump & Motor were able to respond quickly and complete the job. Please approval final payment of \$48,452.47. Russell Shirley made a motion to approve the final payment of \$48,452.47 and was seconded by Lisa Reilly. The motion passed 5-0.

Southfield - Windows – PHA 19-H Southfield Common Area Windows – Because of the dollar value of the project DHCD will be the primary on the project. We are waiting for a PM to be awarded to it so we can start the design phase. I will still try and have this project completed as soon as possible so we can address the carpet replacement project.

High Cliff – PHA 19-I – Door Replacement – New England School Services was on site last week to go over final measurements and color selection for ordering. Waiting on the lead time and proposed install schedule.

High Cliff – PSP 20-2 – Elevator Upgrade – Motion Elevator has provided us with a proposal to do a complete control upgrade and interior cosmetic replacement. The proposal is in the amount of \$78,460.00. Lisa Reilly made a motion to accept the proposal from Motion Elevator in the amount of \$78,460 and was seconded by David Ward. The motion passed 5-0.

CFP – We are pulling together the new 5-year capital plan and will be bringing the 2020-2024 plan to the board for approval next month.

All Sites – Cherry Hill I and Office area have been restriped and we will be putting a project together to do the rest of the sites in the spring.

Capital Fund Amendment #7 – Russell Shirley made a motion to approve the awarded amount of \$287,785 and was seconded by David Ward. The motion passed 5-0.

### **Oak Street Update**

Russell stated that the board needs to go to the Selectmen to get the deed or bill or sale transferred. The CPA voted to approve the expenditures at risk for the architect. Russell will be attending the CPC meeting in February. Russell Shirley made a motion to extend the liability for another six months and was seconded by David Ward. The motion passed 5-0.

### **Cherry Hill II Project Based**

Dede stated that we got a proposal for the project based for Cherry Hill II. We received eleven and think there was a miscommunication and after speaking to Joan, we got another four. One contact is effective for January 1, 2020 for eleven units for ten years. Lisa Reilly made a motion to accept the contract for eleven units and was seconded by Russell Shirley. The motion passed 5-0. The second contract is for four units for ten years effective February 1, 2020. Russell Shirley made a motion to accept the contract for the four units and was seconded by Mary Ann Veiga. The motion passed 5-0.

### **2020 Utility Chart**

Annually we must renew the utility charts with the section 8 program. The gas heat is deducted from the monthly rental price and tenant pays the gas. These rates will be effective January 1, 2020 but will be implemented March 1, 2020. Russell Shirley made a motion to accept the new utility charts and was seconded by David Ward. The motion passed 5-0.

### **Staff Reports & Warrants**

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

### **Public Comment**

A tenant stated that at Castle Court, trees, leaves and branches have been knocked down and they are being stored behind Building 22 and it is a mess. A tenant stated that people have been coming to Castle Court and dumping stuff that do not live there. A tenant from Cherry Hill stated that the hallways, stairwells and lobby need a deep cleaning. Russell Shirley asked that we investigate the costs of a cleaning company coming in, as well as other sites.

Next meeting will be February 24, 2020 at 130 Court Street.

### **Adjournment**

Russell Shirley made a motion to adjourn and was seconded by Mary Ann Veiga. The motion passed with a 5-0 vote.

**Documents Issued**  
December 9, 2019  
Facilities Update  
2020 Utility Chart

A true record

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