

A regular meeting of the Plymouth Housing Authority was held on Monday, February 24, 2020 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Nicole Long, Chairman  
Russell Shirley, Vice-Chairman  
David Ward, Treasurer  
Lisa Reilly, Commissioner

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

**Approval of Minutes**

Russell Shirley made a motion to approve the minutes from January 13, 2020 and was seconded by Lisa Reilly. The motion passed 3-0 with one abstention.

**Renew Housing Assistance Payment Contract Cherry Hill II Effective 07/01/2020, 20 units for 20 years**

Russell Shirley made a motion to renew the HAP Contract for Cherry Hill II and was seconded by Lisa Reilly. The motion passed 4-0.

**Revise HAP Contract Cherry Hill II Effective 01/01/2020, 11 units from 15 years to 20 years**

Russell Shirley made a motion to authorize the Director to sign the revised HAP Contract and was seconded by David Ward. The motion passed 4-0.

**Revise HAP Contract Cherry Hill II Effective 02/02/2020, 4 units from 15 years to 20 years**

Russell Shirley made a motion to authorize the Director to sign the revised HAP Contract and was seconded by David Ward. The motion passed 4-0.

**Priority/Preference High Cliff & Northfield Waiting List**

Russell Shirley made a motion to add Veteran's and Local Resident's preference for High Cliff & Northfield Waiting List effective January 1, 2020 and was seconded by David Ward. The motion passed 4-0.

**Hands-Free Use of Mobile Telephones While Driving Policy**

Russell Shirley made a motion to accept the Hands-Free Use of Mobile Telephones While Driving Policy and was seconded by David Ward. The motion passed 4-0.

**Discussion – Management Agreement**

Marshfield Housing Authority Executive Director has taken a leave of absence for 60 days, but possibly a long term.

**New Hires: Cari Robbins and Karen Broden**

Both new hires are working in the Section 8 department.

**Facilities Manager Modernization Update**

Cherry Hill – Windows PHA 19-A – Cherry Hill Window Replacement – The windows are on order and the building permit has been applied for. With the lead time on the windows it has now pushed the substantial completion date to June 3, 2020.

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.

Standish & Olmsted Health & Safety Project – FISH #239089- We received \$46,800 for the installation of bathroom exhaust fans. We will need to have this project completed by June 30, 2020.

Castle Court & Southfield Health and Safety Project – FISH #239094 -We received \$12,950 to repair uneven walkways at both of those sites. We will need to have this project completed by June 30, 2020.

High Cliff – PHA 19-I – Door Replacement – New England School Services – the doors have been ordered and waiting to be manufactured. A schedule will be established once we know the manufactures lead time. We did request to get an estimate to add the boiler room door at High Cliff. The cost to add this door to the scope will be \$6,150. This keeps us within the approved budget amount and would ask the board to approve Change Order #1 in the amount of \$6,150. Russell Shirley made a motion to approve Change Order #1 in the amount of \$6,150 and was seconded by Lisa Reilly. The motion passed 4-0.

High Cliff – PSP 20-2 – Elevator Upgrade – Motion Elevator has been sent the approved contract and we are waiting for the work to be scheduled. We will make sure that the work is coordinated to minimize inconveniences and accessibility. Tenants will be informed well in advance to plan for the downtime.

CFP – We have established the new annual capital plan for 2020 and the 5-year capital plan for 2020-2024. We have met with the tenants and incorporated their input. We have also completed a new environmental review and received the required town signoff. We would ask the board to review and approve the plans as presented if there are no changes. Russell Shirley made a motion to approve the Federal Annual and was seconded by Lisa Reilly. The motion passed 4-0. David Ward made a motion to approve the 5 Year Plan and was seconded by Russell Shirley. The motion passed 4-0. Russell Shirley made a motion to amend the amount of \$210,000 to \$224,849 for 5 Year Plan and allowing Chris Plourde to pick the line items to adjust and was seconded by David Ward. The motion passed 4-0.

Update bi-annual cleaning

We do not have an amount yet, we currently have a few companies looking at sites to give us an amount based on the square footage.

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.

**Year End Reports – Richard Conlon**

Richard Conlon went over the reports with the board. Russell Shirley made a motion to approve the financials as presented and was seconded by Lisa Reilly. The motion passed 4-0.

**Oak Street Update**

Russell stated that we need to come up with an RFP for the architects. We are still working on getting the property turned over for \$1.00. The discussions now are in case the sale does not go through what are the next steps. I have talked to vendor on Sawyers Reach if they would like to possibly partner on project.

**Payment in Lieu of Taxes**

Richard Conlon read the payments for each site.

**Members Compensation**

Richard Conlon stated that if a commissioner was on the board for a full year, they would get \$1191.26.

**Staff Reports & Warrants**

David Ward made a motion to pay the bills and was seconded by Lisa Reilly. The motion passed with a 4-0 vote.

**Public Comment**

No public comment at this meeting.

Next meeting will be March 9, 2020 at 130 Court Street.

**Adjournment**

David Ward made a motion to adjourn and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

**Documents Issued**

- January 13, 2020 minutes
- HAP Contract Cherry Hill II Effective 07/01/2020
- Revised HAP Contract Cherry Hill II Effective 01/01/2020
- Revised HAP Contract Cherry Hill II Effective 02/02/2020
- Hands-Free Use of Mobile Telephones While Driving Policy
- Facilities Update
- Year End Reports

A true record

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