

A regular meeting of the Plymouth Housing Authority was held on Monday, April 13, 2020 at 9:30 a.m. remotely. The following were in attendance:

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

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

**Best Business Practices from DHCD for Covid-19**

Maintenance is only to go into units for emergency work orders: fire, plumbing, no heat, no hot water, door lock out, elevator stoppage or smoke detector not operating.

All unit inspections are on hold.

The maintenance crews are doing sanitizing as well as Banner Environmental.

The office is closed to the public and workers are working every other day to go with social distancing.

Lease-ups continue by practicing social distancing.

Applicants that were denied can still appeal but it would be via telephone.

All community room activities are cancelled.

All evictions or housing court hearings are post-poned.

We are allowing waivers for reduced income and doing rent adjustments.

Each staff member is reaching out to every tenant once or twice a week to do a well-being check.

We sent out postcards to each tenant to ask if they need anything to call the office.

We are in good shape with the masks and sanitizer.

We need gloves and we do not have any coveralls.

Nicole asked if we tried ordering through MEMA website? Dede stated we have a request with MAHAM but we have not heard back yet. David asked if we tried to contact the board of health, because they might have some stuff and try the funeral homes for the coveralls. Nicole asked if she had reached out to the board of health? Dede stated that she has and was told that if there is one person in building that has it, they do not necessarily tell if there is a case, but if there were a few on the floor they would. Nicole stated that because it is a pandemic, they can tell us if someone in the building has it, just not releasing their name. Dede stated through a conversation with DHCD, HIPPA laws do not apply to Housing Authorities, they are currently trying to change some legislation that LHA's should know if there are any positive cases. Nicole stated that she would like to submit the letter she has from EOEA to Dede and commissioners and then we can send a letter to Plymouth Board of Health. Russell Shirley made a motion that once we receive letter from EOEA to then submit a letter to the Board of Health letting us know of any positive cases on our sites and to copy the Board of Selectmen on letter and was seconded by David Ward. The motion passed 5-0.

**Facilities Manager Modernization Update**

Chris stated that all projects are on hold right now. Still waiting for clarification if exterior projects or mechanical room projects can still be done. The window replacement project for Cherry Hill, all the windows are sitting at the warehouse waiting to go but we cannot compromise the tenant's safety right now. The silver lining in this is that we now have the time to prepare all the documents for approval and we will be ready to go once we get the all clear.

We put out two bids for sanitizing and emergency work in a unit. We are hoping to get reimbursed for having the sanitizing done but for now we are paying up front. We are doing every other week – having the company come one week and the next week our maintenance staff doing the sanitizing. Russell Shirley made a motion to have a cleaning company come weekly and use in house services every other week and to give the Executive Director authority to award the project to a contractor and was seconded by Lisa Reilly. The motion passed 5-0.

Chris stated we sent out bids to four contractors and two responded: Banner Environmental Services was low bidder at \$8,200 and Able Construction LLC came in at \$16,382 a week. For the emergency unit work Able came in at \$1019 and Banner Environmental came in at \$1000. We are going to go with Able since they have a lower overall price in case, we need extra services in the unit. Russell stated that the contract should have a time frame to respond to the work needed.

**Oak Street Update**

Russell stated that he spoke with the Selectmen and they are on board for selling the land for \$1.00. The town manager asked us to present the purchase and sale agreement for \$1.00, we will be using the CPC administrative funds to hire the attorney. The documents will have a few conditions, one being that the deed will state it will always be affordable housing and the second being that if we do not go forward the land will revert back to original and that it will still have to be affordable housing. I spoke with owners of Sawyers Reach if they are interested in partnering with us, they owe money to the town based upon Sawyers Reach. We will work with the planning board to see if they will approve. Russell suggested pruning the bushes since they are touching the building. Bill Keohane stated that usually the sellers will produce a purchase and sale, the seller being the town. The CPC drafted the purchase and sale and the next step should be to have your counsel to review it. Then the town council will review it and if they are happy with it, they will sign it. Russell Shirley made a motion to have attorney Jonathan Driscoll review the purchase and sale agreement and was seconded by David Ward. The motion passed 5-0. Mary Ann Veiga asked if the hand sanitizers have been installed in the community room? Dede stated that they have not been delivered yet.

Nicole stated that Meals on Wheels will be doing deliveries on Tuesday and Thursdays.

**●Old/New Business**

Russell asked if there was any update on the purchase and sale agreement. Dede stated that she has not heard back yet. Russell made a motion to have the Treasurer and Executive Director to represent the board on the payment of bills and was seconded by Lisa Reilly. The motion passed 5-0.

**Staff Reports & Warrants**

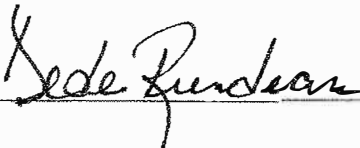
Russell Shirley made a motion to pay the bills and was seconded by David Ward. The motion passed with a 5-0 vote.

Next meeting will be May 11, 2020 remotely at 9:30 a.m.

**Documents Issued**

Facilities Update

A true record

  
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