

01490

A regular meeting of the Plymouth Housing Authority was held on Tuesday October 13, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

Nicoel Long, Chairman  
Russ Shirley, Vice-Chairman  
Mary Ann Veiga, Commissioner  
Lisa Reilly, Commissioner  
Dave Ward, Treasurer

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

MEETING LOCATION: Via Zoom 1-929-205-6099 ID followed by a # - 8072857447 password followed by # - 216207

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 3-0 to approve the regular meeting minutes of September. Nicole Long abstained.

Dave Ward joined the meeting

Write – Off Uncollectable Rents

Dede explained that these were residents that vacated with balances on their accounts and are done every year. The information is submitted to a credit bureau. The total amount is \$3,633.50. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to write-off the uncollectable rents.

Budget Revision 2020

Rich Conlon explained that there are 5 budget revisions that need to be done. The Federal is going to give us \$39,049 for CARES Act expenses. Section-8/HUD will give \$311,713 for CARES Act and the 400-program will give \$76,464. This money will all need to be allocated for and shown where it was spent. Salary pages needed to be redone due to promotions and new hires. The state 400-program is the only revision that needs to be submitted now. On a motion made by Russ Shirley and seconded by Lisa Reilly the board voted 5-0 to approve the revisions for all programs.

Grant Applications

Chris explained that Dede had to leave the meeting. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to approve the grant applications.

Prince Street – Letter

Chris explained that the letter will go out to the residents, the board agrees. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted to send the letter to the residents and follow up with the property owner of the Garibaldi Club.

Chatter Box

The Chatter Box was suspended because of the hold at the prison for press. Russ suggests making the chatter box electronic.

Dispose of 2003 Explorer and 1993 Chevy Truck

These vehicles are past repair. Prices for junking both vehicles came back at \$400 from Souza for and \$500 from Almeida. The KBB on the vehicles would value less than \$2,000. Dave suggests donating to the school for teaching cars. On a motion made by Russ Shirley and seconded by Dave Ward, the board votes 5-0 to allow the Director to dispose of the vehicles how she deems fit.

Hire Modernization Specialist Effective November 1, 2020

Chris explained that the position was given to Todd Lawson from the Maintenance Dept. and thinks he'll be a good fit. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 5-0 to give the position to Mr. Lawson.

Post open position Maintenance Foreman

Chris explained that Todd's Promotion will leave an open spot for the Foreman position. The position will be posted but a new hire cannot start until January 1<sup>st</sup>. The rate would be \$32/hr. On a motion made by Dave Ward and seconded by Russ Shirley, the board voted 5-0 to post the open position.

01491

**Oak Street Update – Purchase and Sales**

Russ Shirley stated there is a final agreement. Selectmen stipulations are right of first refusal and zoning requirements. The next step will be CPC moving forward with the asbestos abatement. An administrator/contact person from the PHA needs to be assigned and Russ volunteers himself. On a motion made by Dave Ward and seconded by Mary Ann Veiga the board voted 5-0 to approve Russ Shirley as the point of contact. On a motion made by Russ Shirley and seconded by Lisa Reilly the board voted 5-0 to approve the purchase and sales agreement as written.

**Facilities Update**

Chris explained that a few things needed to be put back out to bid. 705-1 Septic Systems need to be pumped. 3 contractors were solicited for immediate pumping. Wind River came back with the only quote of \$875 for all sites. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to approve Wind River for septic pumping.

The tree service contract also went out to bid for a per-diam rate. Six companies were solicited for a 3-year contract. Three of the contractors did not respond. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to award the contract to Letourneau Tree and Landscape Inc. as the lowest bidder at \$2,200 for the first year and increasing by \$50 each additional year.

Chris stated that the sewer pump was an emergency previously, but the formalities need to be followed. There was a change order for the project because one of the valves didn't need to be replaced. The credit this was \$2,150.00

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 5-0 to approve the change order#1 for a credit of \$2,150.00

On a motion made by Dave Ward and seconded by Russ Shirley, the board voted 5-0 to approve the Certificate of final completion and final payment in the amount of \$272.53

**Discussion Re-opening Community Rooms**

The board discussed keeping the community rooms closed and everyone agreed. The board also addresses more reminders about wearing masks. Chris stated he will discuss with Dede and put out new reminders. They will also look into funding and reimbursements options for a testing site.

**Old Business/New Business:**

The board discussed where they stood with HIPPA and if anymore information has been given about notification for positive cases. Both Russ and Nicole were looking into it as well possibly starting a testing site.

**Warrant:**

On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to pay the bills.

**Next Meeting Date:**

November 9, 2020 @9:30

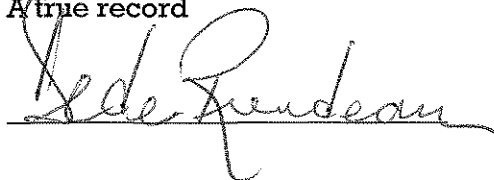
**Adjournment:**

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to end the meeting. The regular meeting adjourned at 10:56am.

**Public Comment:**

None

A true record



Dede Gendreau