

A regular meeting of the Plymouth Housing Authority was held on Monday January 10, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Lisa Reilly, Treasurer
Dave Ward, Vice-Chairman
Nicole Long, Commissioner (Leaves the meeting at 9:55)

Dede Riendeau, Executive Director
Chris Plourde, Facilities & Modernization Manager
Rich Conlon, Fee Accountant joined at 10:00

Absent: Mary Ann Veiga, Commissioner

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

On a motion made by Russ Shirley and seconded by Nicole Long, the board voted 4-0 to enter executive session to discuss litigation.

On a motion made by Russ Shirley and seconded by Nicole Long, the board voted 4-0 to exit executive session.

Approval of December 2021 Minutes

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to approve the regular meeting minutes of December.

Approval of November 2021 Special Meeting Minutes

On a motion made by Nicole Long and seconded by Lisa Reilly, the board voted 3-0 to approve the special meeting minutes of November. Russ Shirley abstained.

Approval of CFA Amendment Letter #9

Chris explained that the amendment is to increase the compliance reserves by \$40,000 for asbestos removal in the windows at Castle Court. It will bring the revised CFA total to \$3,532,710.93. On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 4-0 to approve the amendment.

Utility Charts

Dede explained that a survey is done every year for all sized units. Some have increased more than others. On a motion made by Dave Ward and seconded by Nicole Long, the board voted 4-0 to approve the utility charts.

Budgets Fiscal Year 2022

Rich Conlon discussed each one of the budgets in detail.

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the 2022 59C budget.

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the 2022 Federal Section 8 budget.

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 3-0 to approve the 2022 State 400 budget.

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the 2022 State 689 budget.

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the 2022 Local Affordable budget.

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 3-0 to approve the 2022 Management budget.

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the 2022 ROSS budget.

Passbook Savings Rate

.06 is the current rate. The new rate will remain the same but still must be voted on for the new year. On a motion made by Lisa Reilly and seconded by Nicole Long, the board voted 4-0 to approve the passbook savings rate for 2022.

Facilities Update

Chris reported that there is an empty unit at Standish and Olmstead that need new kitchens. The project went out to bid. He received back 9 bids with the lowest being \$7,490 from Bell Contracting. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to award the contract as priced to Bell Contracting.

Oak Street Update

Russ explained that the project went out to bid and bids received were a lot higher than budgeted. All bids were rejected, and engineers were asked to look at the design to see where designs can be economized. The Eagle Scout is working with Peter Brown from Tiny and Sons to get the money he needs to rebuild the damaged sign and put in an arbor in the back of the building. The trees have come down in the front and the paving has been lined.

Old Business/New Business

Russ reported that Dede's evaluation needs to be done. He's been working on a list of accomplishments and asks for a vote of support to authorize him to continue an evaluation that can be brought to the board in an executive session at the next meeting. On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to authorize Russ to work on an evaluation.

Warrant

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 3-0 to end the meeting.

Public Comment
None

Next Meeting Date: February 28, 2022

Adjournment:

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to end the meeting. The regular meeting adjourned at 10:22am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday February 28, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Lisa Reilly, Treasurer
Dave Ward, Vice-Chairman
Nicole Long, Commissioner (Leaves the meeting at 9:55)
Mary Ann Veiga, Commissioner

Dede Riendeau, Executive Director
Chris Plourde, Facilities & Modernization Manager
Meagan Dunn
Betty DeBenedictis
Rich Conlon, Fee Accountant joined at 10:00

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

Director Evaluation

Russ reported that he met with Dede for an evaluation, and she has met or exceeded any goal the board set for her last year. The board agreed that they were happy with her performance. On a motion made by Nicole Long and seconded by Dave Ward, the board voted to 5-0 to approve the Directors positive evaluation.

Approval of January Minutes

On a motion made by Lisa Reilly and seconded by Nicole Long, the board voted 5-0 to approve the regular meeting minutes of January.

Year End & Top 5 Reports

Rich Conlon presented the year-end report. On a motion made by Nicole Long and seconded by Dave Ward the board voted 5-0 to approve the Year-End Reports and Top 5 Compensation Report.

FMR / Payment Standards

Dede explained that the current Fair Market Rents and Payment Standards were approved in January for 2022, however, we do have the ability to increase them by 10%. With the current rents being so high, our voucher recipients are having troubles finding an apartment that fall within the standards. Dede recommends raising the standards 10%.

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 5-0 to increase the Fair Market Rents by 10%.

Revised Admission and Continued Occupancy Plan (Federal Public Housing)

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to approve the revised Continued Occupancy Plan.

Revised Section 8 Administrative Plan

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 5-0 to approve the Section 8 Admin Plan.

Facilities Update

• Federal Annual and Five-Year Capital Plan Approval

Chris explained the 2022-2026 federal capital plan for High Cliff and Northfield.

On a motion made by Nicole Long and seconded by Lisa Reilly, the board voted 5-0 to approve the Federal Annual and 5-Year Capital Plan.

Chris also reported that there are a few projects currently wrapping up but no new projects to vote on at this time.

Oak Street Update

Russ explained that the Eagle Scout updated the signpost, and he is coming back to assist with putting the arbor in the back of the building. He has been in contact with Betty DeBenedictis and Matt Muratore for additional funding. Betty reported that they'll be looking at the budget request in April. He has asked the architect to look at simplifying the sprinkler system. He suggests setting up an appointment with the new Town Manager to look into other funding for the water service. Dede stated that she would set something up.

Old Business/New Business

None

Warrant

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 5-0 to approve the warrant.

Public Comment

None

Next Meeting Date: March 14, 2022

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 10:30am.

A true record

A regular meeting of the Plymouth Housing Authority was held at the office of the authority 130 Court Street, Plymouth MA on March 14, 2022, at 9:30 a.m. The following were in attendance:

Russ Shirley, Chairman
Dave Ward, Vice-Chairman
Mary Ann Veiga, Commissioner

Dede Riendeau, Executive Director
Chris Plourde, Facilities & Modernization Manager
Rich Conlon, Fee Accountant

Absent:
Nicole Long, Commissioner
Lisa Reilly, Treasurer

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

Revised 2022 Budget:
Rich Conlon explained that were some changes to the already approved budget. Each one must be approved separately.

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the 2022 salary schedule.

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the 2022 State 59C budget.

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the Federal Section 8 and FSS budget.

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the 2022 State 689 budget.

On a motion made by Dave Ward and seconded by Mary Ann Veidga, the board voted 3-0 to approve the 2022 Local Affordable budget.

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the 2022 Management budget.

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the 2022 ROSS-SC budget.

Staff Report:

Dede discussed the waiting list numbers, vouchers leased and accounts receivable. 12 tenants came to the resident meeting at Castle Court. She attended the round table meeting with Senator Moran. There is 1 legal matter pending in the state program. She will be submitting another FEMA application for COVID-19 money.

Approval of Minutes

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the regular meeting minutes of February.

Facilities Update

Chris reported that he got the award letter in from the state. Windows are being finished at Southfield and the leak issue has been resolved. Heating systems at Castle Court and Cherry Hill will be replaced soon. Annual Flooring contracts are out now. There is nothing to vote on currently.

Oak Street Update

Russ explained that he is working with local reps to get another \$150k towards the project. The engineers have simplified the mechanical and sprinkler system. The eagle scout project has been completed and it looks nice.

Old Business/New Business

South Meadow Road was brought up and Russ said he'll look into the status on it.

Warrant

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the warrant.

Public Comment

None

Next Meeting Date: April 11, 2022

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to end the meeting. The regular meeting adjourned at 10:10am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday April 11, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Dave Ward, Vice-Chairman
Mary Ann Veiga, Commissioner
Lisa Reilly, Treasurer
Nicole Long, Commissioner (arrived 3 minutes late)

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 March 2022 Minutes

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the regular meeting minutes of March. Lisa Reilly abstained.

Report from Executive Director

Dede went over the waiting list numbers and vouchers that were given. She reviewed the correspondence from Peabody Properties explaining the credit of \$3033.00 after the estimated utilities and taxes were settled. The credit will be deducted from April's rent. Dede went over the extra formula funding. They will give every HA one extra year of capital funds. It will give us an extra \$244,000 that will need to be spent by 2026.

Public Housing Assessment

Public Housing Assessment (PHAS) rating waiver to carry 2020 rating for 2021
Dede explained the rating and suggested we carry over the 2020 rating into this year as well because the vacancies were so high last year. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to approve the waiver and carry the 2020 rating into 2022.

Advertisement Mass NAHRO

Dede explained that the Mass NAHRO Conference is coming up. Typically, PHA buys a half page ad to support Mass NAHRO and she asked if the members wanted to continue this year. On a motion made by Dave Ward and seconded by Nicole Long, the board voted 5-0 to approve the ad for Mass NAHRO.

Fair Market Rents May 1, 2022

Dede explained that the FMR's have increased again and discussed the pricing. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to approve the new Fair Market Rents 0Br=\$1803 1Br=1986 2Br=\$2399 3Br=\$2966 4Br=\$3253 and continue to use the existing Payment Standards 0Br=\$1823 1Br=\$2008 2Br=\$2425 3br=\$2998 4Br\$3289.

Facilities Update

•Flooring Replacement – Annual Contract Approvals

The flooring contract goes out every three years and just went out to bid. Mass Floor Inc. came in for the federal and Shiretown came in for the state as the lowest bidders. Both contractors have been used in the past and he recommends keeping it a split bid. On a

motion made by Lisa Reilly and seconded by Nicole Long, the board voted 5-0 to approve the flooring contracts to the two lowest bidders.

He reported that Greg in the Mod Department has been busy and there will be lots of projects going out to bid soon

Oak Street Update

Russ reported that he has an appointment with the architect on Wednesday to go through some changes. He ran into the Town Manager and told him he'd like to set up a meeting with him and Dede. Dede will contact Derek to set up an appointment.

Old Business/New Business

Dede reported that DHCD came out with a public Housing Notice to increase the Auto milage rate from \$0.45 to \$0.58 per mile effective May 1, 2022. On a motion made by Dave Ward and seconded by Nicole Long, the board voted 5-0 to approve the new mileage rate.

Russ asks Nicole if shed like to get reappointed. Nicole points out that her schedule is always in flux and feels bad missing some meetings or cutting a meeting short. The board agrees that her time on the board is valuable and would still like her to sit on the board. Russ asks Dede to write a letter to the state requesting her reappointment. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to have Dede write a letter to the state requesting Nicole's Reappointment.

Russ also requests a letter to the selectman to request Mary Ann Veiga stay a member on the board. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to have Dede write a letter to the Selectman requesting Mary Ann Veiga stay a member on the board.

Warrant

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 5-0 to approve the warrant.

Public Comment

None

Next Meeting Date: May 9, 2022

Adjournment:

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

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday May 9, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Dave Ward, Vice-Chairman
Mary Ann Veiga, Commissioner
Nicole Long, Commissioner (arrived 3 minutes late)

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent: Lisa Reilly, Treasurer

Approval of April 2022 Minutes

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to approve the regular meeting minutes of April.

Report from Executive Director

Dede reported that there were 3 new lease ups for Housing Choice Vouchers with others out searching for housing. There are 23 on the FSS program. There are 5 vacancies in the senior developments. Keys are expected back for 3 additional units. Residents all received letters regarding the tenant board member. Annual family inspections have been started. Cherry hill inspections were done in the last few weeks. Northfield recert packets went out May 1st. The farmer's market was a great success, over 100 people came. They were able to use their SNAP money. Russ reported that he and Dede met with the Town Manager and discussed the interest in the property on South Meadow Road. The study that was supposed to be done in February still isn't done.

Write Off Uncollectable Rents

Dede stated that there was a unit last year that took a year to get possession of. The tenant passed, and it was a process to contact a family member. The collectibles kept growing during that time which made the total of \$7,967.70 larger than it typically would be. There was a total of 10 residents PHA was unable to collect from. On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to write off the uncollectable rents.

Facilities Update

Chris reported that Greg McGowan, the new Facilities and Mod Manager will begin to assist with the facilities update while they both work to settle into their new positions.

Bid Approvals:

On a motion made by Dave Ward and seconded by Nicole Long, the board voted 4-0 to award the balcony pressure washing contract to K&G in the amount of \$24,900.

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to allow PHA to award the walkway project at Castle Court to a qualified bid of no more than \$12,950.

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to allow PHA to award the Southfield carpet tile project to a qualified bid of no more than \$32,934.00.

On a motion made by Mary Ann Veiga and seconded by Nicole Long, the board voted 4-0 to allow PHA to award the 200-1 water repair project to a qualified bid of no more than \$11,422.00.

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to allow PHA to award the 689 curbing and landscape repair project to a qualified bid of no more than \$28,000.00.

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to allow PHA to award the remainder of High Cliff Kitchen replacements to a qualified bid of no more than \$250,000.00.

Oak Street Update

Russ reported that the state gave an additional \$150,000 and he'll know by July 1st if the money will be available. The electrical and sprinkler projects are being simplified. The trees in the front have been removed and it looks good.

Warrant

On a motion made by Dave Ward and seconded by Nicole Long, the board voted 4-0 to approve the warrant.

Public Comment

None

Next Meeting Date: June 13, 2022

Adjournment:

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 4-0 to end the meeting. The regular meeting adjourned at 10:00am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday June 13, 2022 at 9:30am. The following were in attendance:

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

Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Approval of May 2022 Minutes

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 4-1 to approve the regular meeting minutes of May. Lisa Reilly abstained.

Report from Executive Director

Chris presented the Directors reports as Dede is on vacation.

- Write Offs 59C - \$227 (14 Tenants)
- Write Offs 200 - \$444 (5 Tenants)

Facilities Update

Approvals:

- o Change Order – Castle Court Pressure Washing
- o Change Order - Southfield Hallway Carpet Replacement

They submitted a CO for a time change due to supply issues. They are now estimating a completion date of July 1st.

- o CSC & CFC Standish/Olmsted Basement Water Repair – Swale Construction

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 5-0 to approve the certificate of final completion.

Fire alarm services went out to bid and the bids are due back on the 23rd. He asks the board to preapprove the lowest bidder. On a motion made by Nicole Long and seconded by Dave Ward, the board voted 5-0 to award the contract to the lowest responsible bidder.

Trash removal services also went out to bid and the bids are due back on the 23rd. He asks the board to preapprove the lowest bidder. On a motion made by Nicole Long and seconded by Mary Ann Veiga, the board voted 5-0 to award the contract to the lowest responsible bidder.

Oak Street Update

Russ reported that he is working with the senator and representatives, and they have supported an additional \$150,000 appropriation. It would have to be signed by July 1st. If it gets approved, he recommends starting bids in September since the summer is so busy with vacations.

Old Business/New Business

The board discussed ending online meetings and making it only available in person. On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-1 to hold in person meeting for the board and the public. Mary Ann Veiga abstained.

Warrant

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 5-0 to approve the warrant.

Public Comment

None

Next Meeting Date: July 11, 2022

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 5-0 to end the meeting. The regular meeting adjourned at 9:50am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday July 11, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Dave Ward, Vice-Chairman
Mary Ann Veiga, Commissioner

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent:

Nicole Long, Commissioner
Lisa Reilly, Treasurer

Approval of June 2022 Minutes

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the regular meeting minutes of June.

Report from Executive Director

-Increase the payment standards to 110% effective September 1, 2022

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the Fair Market Rents to 110% the current rate.

Dede presented the Directors report including Section-8 vouchers given, vacancies, inspections and recertifications. She explained that there has been a critically ill employee who hasn't been in for some time. The employee was a supervisor so Dede and Chris have had to cover the position. She has since posted an ad for a job in that department. A part-time maintenance employee was recently hired. One of her goals is to have employees cross trained. She has been working with our tech company to establish a better cyber protection. An RFP will need to go out for this. She put in a request to dispose of old files. She met with Southfield tenants last month, several requests and work orders were generated from the meeting.

Facilities Update

Greg reported that the pressure washing balcony project is complete and the CSC and CFC is ready for board approval. On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the final payment for the project.

Walkways at Castle Court were supposed to start in June However the company put in a no cost change order to delay the start date. The new start date is set for July 18th, he will be seeking approval of that change order when it comes in. The hallway flooring job should restart tomorrow and be done this week. He requests a preapproval for payment when the job is complete. On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the final payment when the project is done. The landscape and curbing and retaining wall project will start on the 12th.

Oak Street Update

Russ reported that we are waiting for a \$150k that has already been approved and appropriated but hasn't been signed yet. Nothing else has really gone on other than minor changes in the kitchen.

Old Business/New Business

Warrant

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the warrant.

Public Comment

Al Boyer, a resident at Cherry Hill requests that PHA only take 10% rather than the 30% of the Social Security COLA this year. Russ explains that just as his costs are going up, the Housing Authority's costs are also going up. PHA is feeling the inflation as well and unfortunately cannot change the regulations.

Next Meeting Date: August 8, 2022

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to end the meeting. The regular meeting adjourned at 10:20am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday August 8, 2022 at 9:30am. The following were in attendance:

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

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent:
Nicole Long, Commissioner

Public Comment
Tenants at Cherry Hill addressed their concerns about the elevators.

Report from Executive Director
Dede presented the Directors report including Section-8 vouchers given, vacancies, inspections and recertifications. She just finished up the audit for Plymouth. The performance Management Reviews for Kingston, Carver and Duxbury were last week. Training in the Section 8 department continues.

Facilities Update

Castle Court- Uneven Walkways -CSC, CFC, CO2
On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to approve Change Order #2.
On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 4-0 to approve the Certificate of Substantial Completion.
On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 4-0 to approve the Certificate of Final Completion.

32 South Pond Road landscaping, curbing and retaining wall- CSC & CFC
On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 4-0 to approve the Certificate of Substantial Completion.
On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 4-0 to approve the Certificate of Final Completion.

Greg reported that the second phase of the High Cliff kitchens has been awarded to Vareika Construction. They plan to start on the 15th of August.

Oak Street Update

Russ reported that the Governor has signed the additional \$150k appropriation that will come directly to us from the state. He is looking into how we will receive it. The documents will be going back out to bid after he meets with the architect.

Old Business/New Business

Dede discusses a sick bank with the board. She asks if the board would be in favor of this.
On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted to approve an employee sick bank.

Greg explained that the laundry service contractor in Plymouth was supposed to provide new machines several months ago and they still haven't been received. Their service calls have been non-existent. They have sent several letters to the company that they are in breach of their contract and received no response. They would like to cancel the contract. He requests board approval to move ahead. A new RFQ has been put out to bid. Russ mentions that we can hold a special meeting to approve a new contract if needed. In the meantime, he asks for a vote to cancel the current contract. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to terminate the existing contract and solicit bids for a new contractor.

Warrant

On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to approve the warrant.

Next Meeting Date: September 12, 2022

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to end the meeting. The regular meeting adjourned at 10:30am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday September 19, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Dave Ward, Vice-Chairman
Mary Ann Veiga, Commissioner
Nicole Long, Commissioner

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent:
Lisa Reilly, Treasurer

Public Comment

A tenant addressed his concerns about handicapped parking and pointed out that there are a lot of non-handicapped cars parked in resident spots.

Minutes

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 3-0 to approve the Minutes of July 11th. Nicole Long abstained.

On a motion made by Mary Ann Veiga and seconded by Dave Ward, the board voted 3-0 to approve the Minutes of August 8th. Nicole Long abstained.

Report from Executive Director

Dede explained that she had a management review with HUD. To prevent shortfall, they asked her to not issue any more vouchers through the end of the year. She went over the waiting list numbers, inspection dates, vacancies, and turnover updates. The new Fair Market Rents from HUD for January 2023 need to be voted on. On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to approve the 2023 FMR's/Payment Standards. Efficiency \$2227, One br \$2417, Two br \$2898, Three br \$3527 & 4 br \$3894.

Because of the shortfall in the Section 8 program, Dede was able to apply for additional funding and will update when that happens. She is reapplying for the FSS grant for Mary Severy. Dede brought up the streamlining of High Cliff and North Field to add Section 8 vouchers tenants. The board discusses briefly. Dede will reach out to Attorney Driscoll to see what's needed and the board will readdress after the first of the year.

She informed the board that the FSS Coordinator, Mary Severy will be retiring the end of the year. Dede has advertised for the position.

She requests a vote for the FSS action plan. On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to approve the FSS Action Plan.

She informed the board that Dave Ward has applied to housing and she contacted Ethics for guidance before placement. She was instructed to complete a disclosure form and inform

the board. On a motion made by Nicole Long and seconded by Mary Ann Veiga, the board voted 3-0 to approve the disclosure form. Dave Ward abstained.

Facilities Update

Greg explained that the laundry equipment lease bids are due back Thursday and requested a vote today. On a motion made by Dave Ward and seconded by Nicole Long, the board voted 4-0 to allow the Mod Dept. to award the contract to the most beneficial bidder.

Last month the board voted on the alarm services contract. Unfortunately, there was a disagreement with the start date and the contract needs to be canceled. The project will go back out to bid. On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to cancel the newest fire alarm service contract.

GEM Plumbing and Heating has started to replace the boilers and will finish up building 16/18 today and then move on to the next building.

Elevator services need to be voted on for the second and third year option. Chris recommended keeping the existing contract and explained that the issue lied mainly with the mechanical room overheating, which will be addressed. On a motion made by Nicole Long and seconded by Mary Ann Veiga, the board voted 4-0 to extend the contract for the next two years.

Greg explained that phase 2 of the High Cliff kitchen replacement project was completed on the 2nd. There was a change order due to adding circuit breakers on the exhaust hoods requested by the electrical inspector. On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to approve change order #1 in the amount of \$4,585. On a motion made by Dave Ward and seconded by Nicole Long, the board voted 4-0 to approve the certificate of substantial completion.

Old Business/New Business

Mary Ann Veiga addressed her concerns about the gas stoves and carbon monoxide. The board discussed the switch from gas to electrical for the ranges at Castle Court. Russ suggests all tenants be informed and educated on the CO detectors and that they call the FD if they ever sound.

Warrant

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 4-0 to approve the warrant.

Next Meeting Date: October 11, 2022

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to end the meeting. The regular meeting adjourned at 10:30am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Tuesday October 11, 2022 at 9:30am. The following were in attendance:

Russ Shirley, Chairman
Lisa Reilly, Treasurer
Dave Ward, Vice-Chairman

Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent:

Nicole Long, Commissioner
Mary Ann Veiga, Commissioner
Dede Riendeau, Executive Director

Public Comment

A Cherry Hill tenant asked questions about the sliding doors, parking, window washing and the laundry room. Chris addressed all her questions and concerns.

Minutes

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the Minutes of September.

Budget Revision #1 – 400 & 59C Programs

Chris explained the budget revisions. On a motion made by Lisa Reilly and seconded by Dave Ward the board voted to approve the 400c budget revision.

On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 3-0 to approve the 59c budget revision.

Review of Large & Small Appliance Policy

Chris explained that a tenant inquired about adding a second freezer to their unit. There is a policy in place which doesn't allow for additional appliances. The worry is that the power wouldn't accommodate additional appliances if every tenant got one. The board agrees to keep the current policy in place and readdress the topic next July.

Resident Service Coordinator Application

Chris explained that we applied for a grant to hire another service coordinator. The position will have hours at all 4 Housing Authorities.

5 New Federal Vouchers

Chris explained that the Fed. Government did award 5 new vouchers that start this month.

Streamline Conversion

This is a continued conversation that we should keep on the list to discuss.

Federal Annual Plan
Tabled until the next meeting.

State Annual Plan

They are existing but all lumped together as one. The state is looking to separate the policies and for the board to vote on them. On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 3-0 to approve the Reasonable Accommodation Policy, Language Access Plan and Fair Housing Market Plan.

Approvals:

Annual Painting Contract- Domain Painting was the lowest bidder. On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to award the contract to Domain Painting.

Laundry Service Contract- American Laundry Equipment was the only bidder. As discussed earlier, the contract needs to be canceled with the old contractor. That will be done once we have a delivery date for the new machine from American Laundry.

Approve High Cliff Kitchen Certificate of Final Completion- Greg explained that the work passed all the inspections and looks great. On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the certificate of final completion for Vereika Construction.

Approve Cherry Hill Asbestos Removal- On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 3-0 to award the contract to Asbestos Pro Services out of Holbrook.

Oak Street Update:

Russ reported that the town did approve money at the last meeting to put water service in the building. They voted more money than we requested. The bids for the ramp were evaluated and were put back out to bid for a simplified ramp. We received an additional \$175k from the state and the project is ready to go back out to bid.

Warrant

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to approve the warrant.

Next Meeting Date: November 14, 2022

Adjournment:

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 3-0 to end the meeting. The regular meeting adjourned at 10:30am.

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday December 12, 2022 at 9:30am. The following were in attendance:

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

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager

Absent:
Nicole Long, Commissioner

Minutes:
None

Executive Director Report:
Dede went over the waiting list numbers, rents, Section 8 program, inspections, vacancies and the FSS program.

AC Policy:
On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 4-0 to approve the AC policy as discussed at the last meeting.

Facilities Update:
ARPA Formula Funding 4001:
On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to approve the capital fund adjustment in the amount of \$294,322 for the rubber roof.

ARPA Targeted Award 4050:
On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 4-0 to approve the fire pump replacement and generator at Cherry Hill in the amount of \$258,725.

Old/New Business:
Chris explained that two part time positions went out for advertising. They hired two new employees.

Warrant
On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to approve the warrant.

Next Meeting Date: January 9, 2023

Adjournment:

On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to end the meeting. The regular meeting adjourned at 9:55am.

A true record
