

A regular meeting of the Plymouth Housing Authority was held on Monday, January 14, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

Douglass Gray, Chairman
Jeffrey Metcalfe, Vice Chairman
David Ward, Treasurer
Nicole Long, Commissioner
Russell Shirley, Commissioner

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

Resident Appeal

A tenant submitted an appeal asking for calculations for their housing. The calculations were correct and shown at a 30% disability rating. The tenants concern is that disability income for partially disabled veterans is not defined. He is concerned that he is being taxed on his compensation. The tenant is asking that the veterans disability compensation should not be included in his rent calculation. Dede Riendeau stated that Pat Grace could not attend today's meeting and that this discussion should be tabled until next month where she can explain it to the board in more detail. Russell Shirley made a motion to table this decision until next month and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the December 2018 meeting as presented and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Facilities Manager Modernization Update

Castle – Walkway had some sinking. The mason said the gas line is nearby and wants to have gas checked out before starting work. Eversource owns from Castle to meter. We own from meter to buildings. A company is putting a proposal together for that work.

Cherry Hill – Carpet being replaced on the 2nd and 4th floors, started today.

Cherry Hill - The doors in between will be fixed, sent check to electrician and waiting for them to finish.

Cherry Hill - R. Mullen Associates put in bid for \$12,925.00 to fix leaks. David Ward made a motion to accept the R. Mullen & Associates as low bid and was seconded by Russell Shirley. The motion passed with a 5-0 vote.

High Cliff and Northfield – Doors are complete. Replaced door and missing screens. Waiting on final payment of \$7,581.54.

Northfield – Put out quotes to put guardrail around parking lot. Received low bid from Stafford Fencing at \$4950.00. Jeffrey Metcalfe made a motion to accept Stafford Fencing as low bid and was seconded by Nicole Long. The motion passed with a 5-0 vote.

Northfield - The building main exhaust and community room air conditioning. Crowley will be providing an estimate.

High Cliff – Capital project. Replacing 25 kitchens a year.

Capital Plan – DHCD has approved the capital plan for PHA.

Sand and Salt – All sites have sand and salt. Todd is waiting on pricing for basement venting. Might be able to reuse some of that heat.

Ceiling Fan Policy

Russell Shirley made a motion to accept the Ceiling Fan policy and was seconded by Jeffrey Metcalfe. The motion passed with a 5-0 vote.

Warrants

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

Affordable Housing Trust

At the meeting R. Vayo chose not to apply for Project Based Vouchers.

Howland Disposal

David from Howland Disposal stated that recycling has become a significant expense. The tenants are not following guidelines of what can be recycled, and non-recyclable items are becoming an expense. Most recycling is being held at warehouses because there are too much and only two facilities to handle it. Recycling is more expensive than trash removal. Jeffrey Metcalfe made a motion to end the recycling program and was seconded by David Ward. The motion passed with a 5-0 vote. David Ward asked that there be a mention of the recycling program ending in the next Chatterbox.

Public Comment

A tenant asked what the details of the no smoking policy effective January 1, 2019 and she has reported smoke and still can smell smoke in her wing of the building. Dede explained that the first complaint they receive, they send a written warning to the tenant, and a second complaint will result in the tenant getting a cigarette detector in their unit.

The tenant asked if the complaints are kept confidential and Dede explained if it eventually went to court and became a case then possibly it would be made public. The tenant asked how long the detector would stay in the unit and Dede stated that once it is installed it would stay there. A tenant said the walkway behind her unit is covered in ice and asked if she could take some sand from the barrel out front. Chris stated it is communal and she is welcome to it.

The next meeting will be February 11, 2019 with the nominating committee and the regular meeting will be February 25, 2019.

Adjournment

Russell Shirley made a motion to adjourn and was seconded by Jeffrey Metcalfe. Motion passed with a 5-0 vote.

A regular meeting of the Plymouth Housing Authority was held on Monday, February 25, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

Jeffrey Metcalfe, Vice Chairman
David Ward, Treasurer
Nicole Long, Commissioner
Russell Shirley, Commissioner

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

Public Comment

Gail Sylva from Castle Court stated that the parking is limited at Castle Court and that she parks in the visitor parking area that has 8 spots. But then visitors, workers or aides are on-site they take up the parking. Suggested possibly putting a sign up that pointed up the hill for visitors to park. Chris Plourde said he would investigate it and didn't see why not. Another tenant stated that front and back sidewalks are supposed to be shoveled by maintenance. Her back walkway has been covered in ice or snow and is not being addressed. Todd stated that we have twelve sites and six employees and try to get the main areas during storms. A tenant asked why more maintenance workers cannot be hired. Richard stated that the funding for employees is based on the number of units. According to the state's standards it is one employee per 80 units. A tenant at High Cliff stated that the kitchen has signs everywhere about not touching or moving items. The signs were not posted by residents but the DSW workers. There is also old food and stuff in the refrigerator in the kitchen, but the tenant doesn't want to touch any items. Russel Shirley suggested a sign to post every Friday the refrigerator is cleaned out.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the January 14, 2019 meeting as presented and was seconded by Jeffrey Metcalfe. The motion passed with a 4-0 vote.

Facilities Manager Modernization Update

Castle – The walkway will be complete once we have repairs made to the gas line. We are still waiting on an estimate from John Hoadley and Sons to make any repairs as well as replace the entire gas line and walkway.

Cherry Hill – Shiretown finished the carpet installation on the 2nd and 4th floors. The carpet tiles worked out great and could be how we proceed from here on. Shiretown completed the project with no punch list items and will need board approval of final payment within the contract amount of \$24,584. David Ward made a motion to approve final payment and was seconded by Nicole Long. The motion passed with a 4-0 vote.

Cherry Hill – L&S Doors – they have completed the doors and remaining punch list. Will need board approval to release retainage and pay the final payment in the amount of \$1,361.85.

Russel Shirley made a motion to pay final payment and was seconded by Nicole Long. The motion passed with a 4-0 vote.

Cherry Hill – R. Mullen & Associates have completed the repair. Once they removed the siding, the scope of the work grew much bigger than originally anticipated. A change order was presented in the amount of \$14,900 to remove all the siding off in that area, repair all damage, house wrap entire area, and install new vinyl siding. This also included cleaning out the gutters and down spouts at the roof line. Total contract comes to \$27,825 which remains under the approved \$30,000. I will have all the final documents to vote on at the next meeting. A motion was made by Russel Shirley to accept the change order of \$14,900 and was seconded by David Ward. The motion passed with a 4-0 vote.

High Cliff and Northfield – Collins Construction has completed the job in its entirety. We will need board approval to release retainage and pay the final payment in the amount of \$4,526.85. David Ward made a motion to accept the amount for final payment and was seconded by Russel Shirley. The motion passed with a 4-0 vote.

Northfield – Stafford Fencing has completed the install of the new guardrail at Northfield. No punch list or issues. We will need board approval of final payment in the contract amount of \$4,950. Nicole Long made a motion to approve the final payment and was seconded by David Ward. The motion passed with a 4-0 vote.

Northfield – C.A. Crowley Engineering will be developing the exhaust system project for us. This is for the building exhaust and make up air system in the common areas. (waiting on scope and fee).

Northfield – C.A. Crowley Engineering will also be developing the community room AC project as well. This project will be like the ones we have recently done with the installation of a heat pump split system (waiting on scope and fee).

High Cliff – We are starting to develop the kitchen renovation project for all the units at High Cliff which will be phased over the next couple of years (in progress). Hopefully start this summer.

Lead Certificate – We will need board approval of the annual Lead Paint Certificate.

Recycling – Recycling will be terminated as of March 1st and all the tenants have been notified.

Castle – Industrial Burner inspected the mechanical room that has been overheating. Proposed putting in a sensor to bring in more fresh air after systems kick off. \$1925.00 invoice. Todd stated that the thermostat would be set at 75 and that this service would help. We'll start with installing device in Building 2 and see how it works. Russel Shirley made a motion to install the sensor and was seconded by David Ward. The motion passed with a 4-0 vote.

Wi-fi – Todd gave an update on the Wi-Fi extenders for the no smoking sensors. Almost all buildings have them installed, they just need to be programmed. Russel Shirley asked if we need to install more outlets since that will take up space. Todd said he would investigate it.

Fiscal Year 2018

Richard reads the accountant's compilation report. Russel Shirley made a motion to accept the 400-01 State program year end report and was seconded by Nicole Long. The motion passed with a 4-0 vote. David Ward made a motion to accept the 689-1 State program and was seconded by Russel Shirley. The motion passed with a 4-0 vote. Russel Shirley made a motion to accept the Section 8 Voucher program report and was seconded by Nicole Long. The motion passed with a 4-0 vote. Nicole Long made a motion to accept the Federal MA 59-C program report and was seconded by Russel Shirley. The motion passed with a 4-0 vote. David Ward made a motion to accept the Local Affordable Housing budget and was seconded by Nicole

Long. The motion passed with a 4-0 vote. David Ward made a motion to accept the Management Program and was seconded by Russel Shirley. The motion passed with a 4-0 vote.

Old/New Business

Dede stated that the top five salary employees must be approved every year. Russel Shirley made a motion to approve the top five salary employees and was seconded by Nicole Long. The motion passed with a 4-0 vote. Dede stated that the compliance of the lead laws needs to be voted on. Russel Shirley made a motion to accept the compliance of the lead laws and was seconded by David Ward. The motion passed with a 4-0 vote. Dede stated that the 2019 utility charges charts need to be approved. Russel Shirley made a motion to accept the 2019 utility charges chart and was seconded by David Ward. The motion passed with a 4-0 vote.

Warrants

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

The next meeting will be March 11, 2019.

Adjournment

Russell Shirley made a motion to adjourn and was seconded by Jeffrey Metcalfe. Motion passed with a 4-0 vote.

Documents Issued

Minutes January 14, 2019
Facilities Update
Fiscal Year 2018-year end reports
2019 Utility Charts

Action Items

Signs removed at High Cliff kitchen
Signage at Castle Court parking

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, March 11, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
Mary Ann Veiga, Commissioner

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

Board Reorganization

Russell Shirley made a motion to nominate Nicole Long for Chairwoman and was seconded by David Ward. The motion passed 4-0. David Ward made a motion to nominate Russell Shirley as Vice Chairman and was seconded by Mary Ann Veiga. The motion passed 4-0. Russell Shirley made a motion to nominate David Ward as Treasurer and was seconded by Mary Ann Veiga. The motion passed 4-0. David Ward made a motion to have Russell Shirley be the CPC representative and was seconded by Mary Ann Veiga. The motion passed 4-0.

Public Comment

A tenant from Castle Court asked if she could come to the Plymouth Housing Authority office to sign paperwork since she will not be home on March 21, 2019. Dede stated that was fine and she could come by the office. The tenant also stated that the smell of smoke is obvious in the hallways and felt that it was unfair to ask tenants to report if they see or smell smoke. She wanted to know if the maintenance workers are reporting. Nicole Long stated that under the new policy there is a new process for reporting and that there are reports made that are not public knowledge to the tenants. Russell Shirley said based upon old policy you had to see someone smoking, but with this new policy it can be reported more confidentiality and the detectors will help.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the February 25, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 3-0 vote with one abstain.

Facilities Manager Modernization Update

Castle Hill – The walkway will be completed once we have repaired the area around it.

Castle Hill – John Hoadley and Sons – I was unable to get someone out there to make minor repairs because of the age of the system. John Hoadley said they will do the necessary repairs once we develop a complete replacement of the system. We have been in contact with the contractor and they are still working on the estimate.

Castle Hill –Project PHA 18-F – R. Mullen & Associates have completed the repair and punch list. We will need board approval for the final completion and release the final payment of \$27,825. Russell Shirley made a motion to release the final payment of \$27,825 to R. Mullen & Associates and was seconded by Mary Ann Veiga. The motion passed with a 4-0 vote.

Northfield – C.A. Crowley Engineering will be developing the exhaust system project for us. This is for the building exhaust and make up air system in the common areas. (Finalizing design and will be sending over for review in a week or two).

Northfield – C.A. Crowley Engineering will also be developing the community room AC project as well. This project will be similar to the ones we have recently done with the installation of a heat pump split system. (Finalizing design and will be sending over for review in a week or two).

High Cliff – PHA 19-D High Cliff Kitchen Replacement Phase 1 – Finalizing the plans and specifications and will be out to bid in the next couple weeks.

Smoking Devices – The wireless system has been installed at several sites that we will be trying out for the smoking devices. We are working with the Fresh Air company to assure we have the proper signal to operate the system and program the specific devices.

Cameras – We now have cameras up and running at all our state and federal elderly sites. We look to complete Standish and Olmsted this year.

Old/New Business

Russell Shirley stated that he attended the Legislative Day last week and had the opportunity to talk to staff and legislatures about the election of tenant bill. Mass NAHRO informed us that we are \$1.12 million short of funding, falling behind based on inflation.

Family Self-Sufficiency Program

Mary Severy works with individuals in this program. Helps the participants find babysitting, school programs and work. We set up an escrow account based on the wages they make. Once they meet all their goals under the program, they are eligible to take the money. Most of the participants have used that money to purchase a home.

Warrants

Mary Ann Veiga made a motion to pay the bills and was seconded by Russell Shirley. The motion passed with a 4-0 vote.

The next meeting will be April 8, 2019.

Adjournment

Mary Ann Veiga made a motion to adjourn and was seconded by Russell Shirley. Motion passed with a 4-0 vote.

Documents Issued

Minutes February 25, 2019

Facilities Update

Leased Housing

Conventional

Family Self Sufficiency

2019 Utility Charts

Cherry Hill II

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, April 8, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
Mary Ann Veiga, Commissioner
Dennis Sampson, Commissioner

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

Board Reorganization

Russell Shirley made a motion to nominate Nicole Long for Chairwoman and was seconded by David Ward. The motion passed 5-0. David Ward made a motion to nominate Russell Shirley as Vice Chairman and was seconded by Dennis Sampson. The motion passed 5-0. Russell Shirley made a motion to nominate David Ward as Treasurer and was seconded by Mary Ann Veiga. The motion passed 5-0.

Public Comment

A tenant from 29 Castle Court asked if a sensor light could be added to the back of her building. It is very dark back there at night and you cannot see anything. There has been a lot of foot traffic behind the building. On March 20, 2019 someone tapped on her window. There was a robbery that night at 7-11 and she was nervous. The tenant asked if the recycling bins will be picked up from the company because people keep putting stuff in them.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the March 11, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 4-0 vote with one abstain.

Facilities Manager Modernization Update

Castle Hill – We are proceeding with the repair of the walkway. Have reached out to the contractor and waiting on a new schedule.

Castle Hill – John Hoadley and Sons – Still waiting on the estimate for the entire replacement of the system.

Cherry Hill – Windows – DHCD has approved Robinson Green Beretta Corp as the designer for the Cherry Hill window replacement. We will need board approval of this recommendation and design budget. Russell Shirley made a motion to approve the design contract and was seconded by Dennis Sampson. The motion passed 5-0.

All - PSP 18-4 Boiler and Furnace Maintenance Services – We will need board approval to award Industrial Burner Systems as low bidder in the amount of \$8,096 per year for boiler systems and Atlantic Mechanical as low bidder in the amount of \$6,350 per year for the furnace systems. These contracts will be good for three (3) years. Russell Shirley made a motion to

accept the boiler and furnace systems servicing contract from Industrial Burner Systems and Atlantic Mechanical and was seconded by David Ward. The motion passed 5-0.

Northfield – C.A. Crowley Engineering will be developing the exhaust system project for us. This is for the building exhaust and make up air system in the common areas. We have received the 100% CD's and are reviewing them.

Northfield – C.A. Crowley Engineering will also be developing the community room AC project as well. This project will be like the ones we have recently done with the installation of a heat pump split system. We have received the 100% CDs and are reviewing them.

High Cliff – PHA 19-D High Cliff Kitchen Replacement Phase 1 – Project is out to bid and are due on April 11th.

High Cliff/Northfield – Green Capital Needs Assessment – This is no longer a requirement but would be a useful tool. We could do either a CNA (Capital Needs Assessment) where they go through the sites and identify potential projects and life expectancies for the next 20 years. The GCNA includes the CNA but also adds a green and energy efficient solutions for projected projects. The CNA will cost \$7,700 and the GCNA will cost \$12,900. We would like the boards input and approval. Russell Shirley made a motion to have the Assessment done, and investigate Mass Save, and was seconded by Mary Ann Veiga. The motion passed 5-0.

Smoking Devices – We have received the FreshAire signal detector for each location. Once we confirm that we are equipped with a proper service than the devices will ship out.

Fair Market Rents

Dede read the report and stated that PHA can adopt the fair market rents as is, or increase it by 10%, or decrease by 10%. I think these numbers will work better for now, after a few months see how it goes, and if we need to increase it 10%, and that will be the new standard. Russell Shirley made a motion to accept the fair market rents and was seconded by Dennis Sampson. The motion passed 5-0.

Oak Street

Russell Shirley stated that the building is in good shape, windows good, roof but the biggest issue would be ADA compliance – will need a 48-foot ramp. It is a one-story building with a basement. The school committee turned the building over to the selectmen for disposal. The selectmen will take a vote on what to do with it. The selectmen want to know if the PHA has interest in the building. Russell Shirley stated that we should schedule a walk through to see the space. Dede suggested setting up a subcommittee to go to the site with Chris and Todd. Dennis Sampson made a motion to set up a subcommittee to view the Oak Street site and was seconded by Russell Shirley. The motion passed 5-0. Russell Shirley will be the chair and Dennis Sampson.

Old/New Business

We received a letter from Atlantic Point Condominiums, they wanted to do some work and put in a wall and shrubbery. The wall would go about 2 feet onto PHA property. The PHA concern is that it is on a slope and if they will properly maintain it. Downed trees have not been removed from the same property. Russell Shirley made a motion to decline Atlantic Point Condominiums from building a wall and was seconded by David Ward. The motion passed 5-0. Russell Shirley inquired if Howland Disposal sent the PHA any information on being bought out by a new

company. Chris stated he saw a truck with Waste Management on property but have not received any official notice. Russell Shirley made a motion to put the trash service out to bid and was seconded by Dennis Sampson. The motion passed 5-0.

Warrants

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

The next meeting will be May 13, 2019.

Adjournment

Mary Ann Veiga made a motion to adjourn and was seconded by David Ward. Motion passed with a 5-0 vote.

Documents Issued

Minutes February 25, 2019

Facilities Update

Fair Market Rents

Oak Street

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, May 13, 2019 at 9:30 a.m. at Cherry Hill, 128 Court Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
Mary Ann Veiga, Commissioner
Dennis Sampson, Commissioner

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

Public Comment

A tenant asked if there was going to be new kitchens going in at High Cliff? She asked if some of the furniture in the community room could be replaced at castle court. She asked for two reading chairs and possibly a new small table – the current furniture is falling apart. A tenant asked when the water in the back of her building would be turned on so she can wash her back porch. Todd stated to check if the water is on, and if not, it will be turned on in the next couple of weeks.

Approval of Minutes

Russell Shirley made a motion to accept the minutes of the April 8, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 5-0 vote.

Facilities Manager Modernization Update

Castle Hill – Walkway -We are proceeding with the repair of the walkway. Spoke to the contractor last week and are hoping to get everything completed in the next couple weeks.

Cherry Hill – Windows - Robinson Green Beretta Corp has begun designing the Cherry Hill window replacement project. The schematic design is complete and on to construction documents.

Northfield – Exhaust - C.A. Crowley Engineering – The building exhaust and make up air system in the common areas. The design is complete and the engineer is preparing the documents to go out to bid.

Northfield – Comm AC - C.A. Crowley Engineering – The installation of a heat pump split system. The design is complete, and the engineer is preparing the documents to go out to bid.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – We received a lot of interest on this project and had ten bids come in. The low bidder was MJ Connors, Inc. in the amount of \$4,345.00 per unit. MJ Connors was the contractor who did the other 8 handicap units and they did a good job with no issues. We would ask the board to approve the low bidder MJ Connor in the amount indicated. Russell Shirley made a motion to accept MJ Connors, Inc. low bid of \$4,345 per unit and was seconded by Dennis Sampson. The motion passed with a 5-0 vote.

High Cliff/Northfield – Green Capital Needs Assessment – We have proceeded with the GCNA and have our site visit in June for them to assess what we have.

Smoking Devices – The FreshAire detectors are installed and we are currently working out any bugs. We do have to increase Wi-Fi signal at a couple sites, but the monitoring is working, and we have been getting the weekly status reports.

Solar Account – The newest solar account we entered is almost ready to start paying out. We will need the board's approval to allow Ameresco to speak with our bank representative to establish the controls on the account. This account is only used as a deposit and disbursement account and no party will have control of the funds in there. The controls on the account will allow the moneys to be received from the solar field credit then disbursed to each party in their agreed upon amount. David Ward made a motion to allow Ameresco to speak with our bank representative and was seconded by Dennis Sampson. The motion passed with a 5-0 vote.

Castle Court Pump - We had experienced a sewer backup at Castle Court a couple of weeks ago. After identifying the clog, we also identified a problem with our pump-up system. One of those pumps has failed along with the connecting pipe. The pump company determined that the system is past the point of repair and is in need of a complete replacement. I have reached out to DHCD and am figuring out what needs to be done to complete this as an emergency capital project. Russell Shirley made a motion if emergency proceedings is approved then permission is approved to replace system and was seconded by David Ward. The motion passed with a 5-0 vote. Russell Shirley made a motion if replacement system is approved to add on the replacement valves at \$4,980 and was seconded by David Ward. The motion passed with a 5-0 vote.

RCAT Waiver - We ask the board to renew the waiver to opt out of the RCAT Program. This will keep the projects under \$50,000 completed in house with our staff instead of being lumped into a regional program that will complete the capital work. David Ward made a motion to renew the waiver to opt out of the RCAT Program and was seconded by Dennis Sampson. The motion passed 5-0.

Old/New Business

Section 8 Management Assessment was received from HUD. The Plymouth Housing Authority ranked as a high performer once again. We have met with the Management Company at Mayflower Village that is next to Southfield. They are proposing to remove the old fence and update our existing fence that is on the border of the properties. They also want to remove some of the shrubbery and clean it up. Russell Shirley stated that we should make sure there is an agreement and insurance in place before the work starts. David Ward made a motion to accept the fence project and move forward and was seconded by Dennis Sampson. The motion passed 5-0. Russell Shirley stated that we had a meeting and vote to continue the CPC application and funding for the Oak Street site. The CPC application would be contingent upon ownership of property.

Warrants

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

The next meeting will be June 10, 2019.

Adjournment

Mary Ann Veiga made a motion to adjourn and was seconded by Dennis Sampson. Motion passed with a 5-0 vote.

Documents Issued

Minutes April 8, 2019

Facilities Update

Williamson Pump & Motor estimate

Section 8 Management Assessment

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, June 10, 2019 at 9:30 a.m. at Southfield, 105 South Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Nicole Long, Chairwoman
Russell Shirley, Vice Chairman
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 accept the minutes of the May 13, 2019 meeting as presented and was seconded by David Ward. The motion passed with a 4-0 vote with one abstention.

Board Reorganization

Russell Shirley made a motion to appoint Nicole Long as Chairwoman and was seconded by Mary Ann Veiga. The motion passed 5-0. Mary Ann Veiga made a motion to appoint Russell Shirley as the Vice Chairman and was seconded by David Ward. The motion passed 5-0. Russell Shirley made a motion to appoint David Ward as the treasurer and was seconded by Mary Ann Veiga. The motion passed 5-0.

Oak Street

Russell Shirley attended a meeting with CPC to explain the possibility of developing the Oak Street School site and to find out what possible funding could be received. Tome Keohan from CPC stated that we had an independent cost estimator provide a report. It would be three units with a focus on ADA compliance. The cost estimator came back at \$320,000 to renovate the units, there are some soft costs that are not all there. Russell Shirley suggested to add 20% just to cover any additional costs. Selectmen asked that the abutters are notified about possible plans and that they approve of them. Russell Shirley made a motion to move include approval to move forward based CPC funding, and to have himself represent PHA at the selectman meeting and get a commitment for the project and approval to speak with WATD and was seconded by Mary Ann Veiga. The motion passed 5-0.

Facilities Manager Modernization Update

Castle Hill – Walkway -The walkway by the trash enclosure has been repaired. We are now developing a project to replace the rest of the problem areas around the site.

Cherry Hill – Windows - Robinson Green Beretta Corp are designing the Cherry Hill window replacement project. The 50% construction documents have been submitted and reviewed. The comments have been received and RGB is preparing the 100% construction documents.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – The project has been denied as an emergency and will not be covered under emergency funds. They have awarded the project a FISH number and proceeding as a standard project with formula funding.

Northfield – Exhaust - C.A. Crowley Engineering – The project is out to bid and due on June 12th.

Northfield – Comm AC - C.A. Crowley Engineering – The project is out to bid and due on June 12th.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – We have done the kitchen takeoffs for the 25 units and waiting on a schedule to begin the work.

High Cliff/Northfield – Green Capital Needs Assessment – We have completed the walkthrough and document transfer for the assessment portion and should be receiving a report in the next month or so.

Northfield – Walkway – PHA 19-F – Northfield has some areas of asphalt paving that have split and heaved because of settling and roots. We are creating a project to cut out these areas and replace with concrete. We will especially be paying attention to all the transitions from walkway to roads and patios.

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

Smoking Devices – The FreshAire detectors are installed and they have been monitoring and detecting in a couple of instances.

All Sites – We are getting prices to restripe the parking lots at all locations.

Rubbish Removal – We received three bids and South Shore was the low bidder. We will need board approval to award South Shore Disposal in the amount of \$2,814.16 per month. This contract is for one year with two additional years option. Russell Shirley made a motion to accept South Shore Disposal as the low bidder at \$2,814.16 a month and was seconded by David Ward. The motion passed 5-0.

Amendment to Section 8

Currently Section 8 waiting list is managed by MassNAHRO, a new company called GoSection8 will be managing the centralized waiting list effective July 1, 2019. The board needs to accept the amendment to the new plan and that we will participate in the centralized list with GoSection8. The cost will be the same as it was with MassNAHRO. Russell Shirley made a motion to accept the Amendment to the Section 8 program centralized wait list and was seconded by Lisa Reilly. The motion passed 5-0.

Xfinity Cable Increase

Dede stated that the PHA received a letter from Xfinity that effective July 1, 2019 the cost of cable will increase from \$20.00 a month to \$24.00.

Sewer & Water Increase

Russell Shirley stated that PHA will be getting hit with a 10% to 20% increase. The town is offering incentives to using less. Aside from the scattered sites, the large complexes will get hit with the higher increase because we use master meters. The town still has to take a vote and set the rates.

Staff Reports

Dede read from the conventional report for Cherry Hill, Castle Court, Southfield, Northfield, High Cliff, Standish/Olmstead and the scattered sites. Every year the sites must be recertified. Cherry Hill I has 81 units next recertification is January 2020. Cherry Hill II has 35 units, we do not do their recertification. Southfield has 60 units and next recertification is January 2020. Castle Court has 50 units and next recertification is January 2020. High Cliff has 82 units and their next recertification is April 2020. Standish Court has 40 units and their next recertification is September 2019. The scattered sites are composed of 5 single family homes and their next recertification is September 2019. State waiting list has 569 people on the waiting list. High Cliff has 324 and Northfield has 102 on waiting lists. Standish Court has 413 on waiting list for 2 bedrooms and 178 on waiting list for 3 bedrooms.

Warrants

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

Public Comment

A tenant asked about the cable increase and if the \$4.00 would go towards the rent price? Dede stated that yes it would reflect on your rent. This increase is not just for PHA it is across the town. A tenant stated that she had sewer back up in her bathroom and kitchen sink at Southfield and that no one told her about shutting off the water. Todd stated that they had to do an emergency water repair and shut off the water to address it and sometimes if it is an emergency there is not enough time to notify residents. A resident at Southfield stated that the slider in community room is being left unlocked at night. Dede stated that it is the resident's responsibility to lock the door and that she will post a notice reminding the residents to not leave it unlocked. A tenant asked what order will the work be done at High Cliff for the kitchens? Chris stated that he will find out from the contractor and find out to let the tenants have ample notice. A tenant asked about the rubbish container, if the new company will have better service, there is trash everywhere. Chris stated that there is a new company starting July 1, 2019 that will help with the overflow going on right now. A tenant at castle court stated that the water isn't draining properly. Chris stated that they did a walk through and noticed the drains but must figure out why they're not working, could be a grading or pitching issue.

The next meeting will be July 8, 2019.

Adjournment

Lisa Reilly made a motion to adjourn and was seconded by Mary Ann Veiga. Motion passed with a 5-0 vote.

Documents Issued

Minutes May 13, 2019
Facilities Update
Xfinity Cable Increase
Amendment to Section 8

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, July 8, 2019 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

David Ward, Treasurer
Russell Shirley via conference call
Mary Ann Veiga, Commissioner
Lisa Reilly, Commissioner

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

Approval of Minutes

Lisa Reilly made a motion to approve the minutes and was seconded by Mary Ann Veiga. motion passed with a 3-0 vote with two abstentions.

Facilities Manager Modernization Update

Castle Hill – Walkway - We are now developing a project to replace the rest of the problem areas around the site.

Cherry Hill – Windows - Robinson Green Beretta Corp are finishing up the 100% construction documents for review.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – We have solicited C.A. Crowley for the engineering and be lead on the project. We are waiting on their designer fee proposal for review.

Northfield – Exhaust/Comm AC – PHA 19-B – We had three bids come in with the low bidder being CAM HVAC & Construction Inc. in the amount of \$135,000.00. C.A. Crowley performed a review of the CAM and prepared a recommendation letter to proceed with them as the low bidder. We would ask the board to approve CAM HVAC & Construction Inc. and award them the contract in the amount of \$135,000. Lisa Reilly made a motion to accept CAM HVAC & Construction Inc. as the low bidder and award them the contract in the amount of \$135,000 and was seconded by Mary Ann Veiga. The motion passed 3-0 vote with two abstentions.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – All the cabinets on the second floor have been developed and will begin install beginning July 8th. All the tenants will be notified a minimum of 48 hours prior to going into their specific unit but will try and give them more notice if possible.

High Cliff/Northfield – Green Capital Needs Assessment – We have completed the walkthrough and document transfer for the assessment portion and should be receiving a report in the next week or so.

Northfield – Walkway – PHA 19-F – Northfield has some areas of asphalt paving that have split and heaved because of settling and roots. Bid documents are being finalized and will be put out to bid on the 17th with bids due on August 1st.

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

All Sites – We are getting prices to restripe the parking lots at all locations.

Rubbish Removal – South Shore has begun the trash pickup for us. Waste Management sent a rebuttal to our cancelation letter and our legal has addressed the situation.

Proposed Timeline Oak Street

Russell Shirley spoke about the Oak Street site. There are two stipulations: 1. That the town is willing to sell the building to us for \$1.00 and 2. That the funding will happen with the Community Preservation Committee. There hasn't been a vote by the Selectmen yet, but that would be the next step. The Selectmen have provided PHA with a two-year interim maintenance on the site, to cut grass, keep pipes from freezing, etc. No further expenditures will be made till the town approves funding. The project needs to be presented to the steering committee and go through zoning. The next town meeting will be in October. If the Selectmen decide not to sell, then the project will stop. Design should take about six months. We'll check with any Developers to see if they can partner with us on affordable housing. Need to vote on Dede sending the Board of Selectmen a letter. Mary Ann Veiga made a motion to send a letter to the town and enter into a real property agreement and was seconded by Lisa Reilly. The motion passed 3-0.

Affordable Housing Trust

Mary Ann Veiga made a motion to appoint Lisa Reilly as a representative to the Affordable Housing Trust and was seconded by David Ward. The motion passed 3-0.

Community Preservation Committee

Lisa Reilly made a motion to appoint Russell Shirley as a representative to the Community Preservation Committee and was seconded by Mary Ann Veiga. The motion passed 3-0.

Rental Assistance Demonstration

Dede stated that RAD is for Northfield and High Cliff. HUD doesn't have the funding to fix all the buildings, they want to convert the units to vouchers. This would make it more private and we could charge fair market rate and the tenant will still only pay 30%. The difference would go to the non-profit. We cannot write a check to ourselves, so we would filter the money and bill a management fee but still fulfilling all the requirements to HUD.

Warrants

Lisa Reilly made a motion to pay the bills and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote.

Public Comment

A tenant asked about the chairs for Castle Court. Dede stated that they're being custom made and should be ready in a few weeks. A tenant asked why we have security at Castle Court? They only get out near community room and walk around back. Dede stated the reason that we hired security is because there were complaints of homeless people hanging around the property. A tenant asked if the grill at Castle Court could be moved into the circle? It's behind the community room and only certain people use it. Dede said that is fine and that she will put in a work order to have it moved.

The next meeting will be August 12, 2019.

Adjournment

Mary Ann Veiga made a motion to adjourn and was seconded by Lisa Reilly. Motion passed with a 3-0 vote.

Documents Issued

Minutes June 10, 2019

Facilities Update

HVAC System Improvements Northfield

Oak Street School Timeline

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, August 12, 2019 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Nicole Long, Chairwoman
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

Lisa Reilly made a motion to approve the minutes and was seconded by David Ward. The motion passed with a 3-0 vote with two abstentions.

Facilities Manager Modernization Update

Castle Hill – Walkway - We are now developing a project to replace the rest of the problem areas around the site.

Cherry Hill – Windows - Robinson Green Beretta Corp are finishing up the 100% construction documents for review.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – We have solicited C.A. Crowley for the engineering and be lead on the project. We are waiting on their designer fee proposal for review.

Northfield – Exhaust/Comm AC – PHA 19-B – We have had our preconstruction meeting with CAM HVAC & Construction Inc. and Noticed to Proceed signed. The submittals have been submitted and approved and we are currently waiting for a schedule. The schedule will be developed once we know the exact delivery date of the materials.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I –The second-floor kitchens have been completed entirely. I will be walking around doing my punch list this week. The first-floor cabinets are being manufactured and will be installed once completed, about a week or so out. All the tenants will be notified a minimum of 48 hours prior to going into their specific unit but will try and give them more notice if possible.

High Cliff/Northfield – Green Capital Needs Assessment – We have received the preliminary report and are reviewing to send back any comments or questions we may have.

Northfield – Walkway – PHA 19-F – We received four bids in with the low bidder being Lawrence Lynch Corp. After reviewing all the documents, we would like to recommend the board approve Lawrence Lynch Corp. in the amount of \$33,082.00. Russell Shirley made a motion to accept Lawrence Lynch Corp as the low bidder and was seconded by David Ward. The motion passed 5-0.

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

All Sites – We are getting prices to restripe the parking lots at all locations.

Capital Plan – We have created the new 5-year capital plan for years 2020 – 2024 base off our own site evaluations and tenant meetings. We would like to ask for the board's approval to

submit the plan as presented. Russell Shirley made a motion to approve the program as presented and was seconded by Mary Ann Veiga. The motion passed 5-0.

Oak Street Update

Russell Shirley stated that he had nothing new to report and just wanted to know about the insurance coverage. Dede stated that the current insurance company will not cover it because it is vacant and reaching out to other companies waiting to hear back. Russell Shirley stated that there is something called “Builder’s Risk Insurance,” and that he will see if it would work for the site. David Ward suggested of trying to get a builder’s permit through the town. Russell Shirley asked to reform the subcommittee for Oak Street and set up a not for profit. David Ward made a motion to set up a subcommittee for the Oak Street School site and was seconded by Russell Shirley. The motion passed 5-0. Lisa Reilly made a motion to meet with Attorney Jeff Driscoll to set up the non-profit and was seconded by Mary Ann Veiga. The motion passed 5-0. Russell Shirley made a motion to include discussions with Attorney Jeff Driscoll for setting up a not for profit and was seconded by David Ward. The motion passed 5-0.

Staff Reports & Warrants

Lisa Reilly made a motion to pay the bills and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote.

Public Comment

No comment at this meeting.

The next meeting will be September 9, 2019 at High Cliff.

Adjournment

David Ward made a motion to adjourn and was seconded by Lisa Reilly. Motion passed with a 5-0 vote.

Documents Issued

Minutes July 8, 2019

Facilities Update

HVAC System Improvements Northfield

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, September 9, 2019 at 9:30 a.m. at 23 Prince Street, Plymouth, MA. The following were in attendance:

Russell Shirley, Vice-Chairman
Mary Ann Veiga, Commissioner
Lisa Reilly, Commissioner

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

Approval of Minutes

Lisa Reilly made a motion to approve the minutes and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote with two abstentions.

Facilities Manager Modernization Update

Cherry Hill – Windows – PHA 19-A – The project is out to bid with a due date of September 25th. We will have results for board vote at the next meeting.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – We have solicited C.A. Crowley for the engineering and to be lead on the project. We are waiting on their designer fee proposal for review. (Still waiting on the engineer and DHCD).

Southfield – Windows – PHA 19-H – Southfield Common Area Windows – Developing the plans and spec to replace the common area windows. The objective is to get this completed this fall so we can replace the carpet this winter or spring.

Northfield – Exhaust/Comm AC Installation and Common Area Ventilation – PHA 19-B – The pad for the exterior condensing unit has been poured and the rest of the project will be starting Monday 9-9-2019.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – All the kitchens have been installed but there are some finishing touches that will be completed the end of the week. I will be scheduling the final punch list walkthrough for this week so we can wrap this project up. Once the project is complete and punch list is satisfied, I would ask the board to approve the release of the retainage and final payment of \$57,800.00. Lisa Reilly made a motion to approve the release of the final payment in the amount of \$57,800 and was seconded by Mary Ann Veiga. The motion passed 3-0.

Northfield – Walkway – PHA 19-F – At the preconstruction walkthrough it was determined to accurately make things ADA accessible and more comfortable for pedestrian passage we would need to replace all the curbing around the drop off area and at each access point. To do this it will require saw cutting the asphalt driveway, removing the existing curbing, reset new curbs and regrade for finish walkway. We would like to ask the board to approve CO#1 in the amount of \$7500.00. We are also anticipating work to begin on Monday 9-16-2019. Lisa Reilly made a motion to approve CO#1 in the amount of \$7500.00 and was seconded by Mary Ann Veiga. The motion passed 3-0.

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

All Sites – We are getting prices to restripe the parking lots at all locations.

Tree Removal at Castle Court

Todd stated that ongoing pruning is happening at all sites, part of that is checking hazardous situations. The tree in the circle at Castle Court is a white oak that was dead, also ¾ of the trees behind Building 5 were also dead. When the tree company took the tree in the circle down there was a big hole in the middle to show that it was dead. A tenant at Castle Court stated that there is a tree leaning near the community center building. Todd stated that he would check it out.

Oak Street Update

Russell Shirley stated that they are having a hard time getting insurance for the Oak Street site since it is unoccupied. There is a licensing agreement in place but would need to give Dede permission to move forward to spend money on insurance. There is a meeting tomorrow night to request \$475,000 from the CPC. The next meeting with the Steering Committee will be in November. Another option would be to reach out to Habitat for Humanity regarding the site. Lisa Reilly made a motion to grant Dede permission to spend money on insuring Oak Street site and was seconded by Mary Ann Veiga. The motion passed 3-0.

Staff Reports & Warrants

Lisa Reilly made a motion to pay the bills and was seconded by Mary Ann Veiga. The motion passed with a 3-0 vote. Dede stated that there are board member training classes available through MASSNAHRO if any of the commissioners were interested.

Public Comment

A tenant from Castle Court asked if a light could be installed by the dumpster since it is so dark there at night. She also stated that the gutter by building 24 (9D) is pulling away from the building and behind Building 17 there's a drop on the walkway and the sidewalk by Building 29 has a slope. She stated that the community room came out nice and the couches and chairs are nice.

The next meeting will be October 8, 2019 at 130 Court Street.

Adjournment

Lisa Reilly made a motion to adjourn and was seconded by Mary Ann Veiga. Motion passed with a 3-0 vote.

Documents Issued

Minutes August 12, 2019

Facilities Update

HVAC System Improvements Northfield

A true record

A regular meeting of the Plymouth Housing Authority was held on Tuesday, October 8, 2019 at 9:30 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Nicole Long, Chairperson
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 Mary Ann Veiga. The motion passed with a 3-0 vote with two abstentions.

Facilities Manager Modernization Update

Cherry Hill – Windows – PHA 19-A – We received 10 bids ranging from \$104,000 to \$243,345. The architect has done their review of the low bidder and is recommending we proceed with them. We would ask the board to award the project to Northeast Noise Abatement Corp. in the amount of \$104,000. Russell Shirley made a motion to award the project to Northeast Noise Abatement Corp. in the amount of \$104,000 and was seconded by David Ward. The motion passed 5-0.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – We have solicited C.A. Crowley for the engineering and to be lead on the project. We are waiting on their designer fee proposal for review. (Still waiting on the engineer and DHCD).

Southfield – Windows – PHA 19-H – Southfield Common Area Windows – Developing the plans and spec to replace the common area windows. The objective is to get this completed this fall so we can replace the carpet this winter or spring.

Northfield – Exhaust/Comm AC Installation and Common Area Ventilation – PHA 19-B – The project is complete and have completed the walkthrough with the engineer. There are some minor items on the punch list to complete which we are coordinating currently.

High Cliff – Kitchens – PHA 19-D High Cliff Kitchen Replacement Phase I – The kitchens are complete and I have done my punch list. The contractor is waiting on two counter end pieces that need replacing and will schedule those to be installed once they are in.

Northfield – Walkway – PHA 19-F – The new walkways have been installed. They still need to patch the paving areas and a spot by the front door. We do have a second change order that needs approval. To make everything as ADA compliant as possible it required us to take up the patio around the flagpole. They have proposed to do a stamped concrete around the flagpole. Change order #2 is in the amount of \$2,850. Russell Shirley made a motion to accept change order #2 in the amount of \$2,850 and was seconded by Lisa Reilly. The motion passed 5-0,

High Cliff – Doors – The exterior common area doors are original and in need of replacement. We are making note of which doors need replacing and developing a scope to get pricing.

All Sites – We are still putting together plans to get all the sites restriped. We just did get an estimate for Cherry Hill 1 and Office area and will be having that completed soon.

Budget Revision 400C and MA59C

Russell Shirley made a motion to make the changes on the 400 C program and was seconded by David Ward. The motion passed 5-0. Lisa Reilly made a motion to make the changes to the MA59C program and was seconded by Mary Ann Veiga. The motion passed 5-0.

Richard J. Conlon

Richard J. Conlon contract is up, he is the accountant for the housing authority. He is an accountant for multiple housing authorities and has been with this housing authority for almost 35 years. This is for a 3-year contract. Russell Shirley made a motion to extend Richard J. Conlon contract for three more years and was seconded by David Ward. The motion passed 5-0.

Oak Street Update

Russell stated that hoping to keep the budget under \$450,000. We will be applying for grants to keep the numbers low. If we do not receive the grants the town will take ownership of lot and sell it. We were able to obtain a six-month insurance policy. Hoping to put in a demolition permit with the town soon.

Old/New Business

The tenants at Cherry Hill sent a thank you letter for the new Bingo machine.

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.

Public Comment

A tenant asked if the board had spoke to any of the neighbors at Oak Street School. Russell stated that he has in person and at meetings. The consensus is that they'd rather see it become housing than a condo/developer project. A tenant stated that she didn't like the Halloween decorations at High Cliff using tombstones and RIP signs, there was a complaint made last year but felt that more were put up from the complaint. A tenant asked if there would be more information for new tenants. There is a bit of confusion as to the intercom and other resources at the buildings. The tenants also asked if there could be better signage at High Cliff. There is confusion as to where the front door is. A tenant asked about the Wi-Fi and stated it costs \$65.00 just for Wi-Fi. There is a program for \$9.95 that I need to investigate. It's called Comcast Essentials.

The next meeting will be November 12, 2019 at Northfield, 84 Nicks Rock Road.

Adjournment

Lisa Reilly made a motion to adjourn and was seconded by David Ward. Motion passed with a 5-0 vote.

Documents Issued

Minutes September 9, 2019

Facilities Update

HVAC System Improvements Northfield

A true record

A regular meeting of the Plymouth Housing Authority was held on Tuesday, November 12, 2019 at 9:33 a.m. at 130 Court Street, Plymouth, MA. The following were in attendance:

Nicole Long, Chairperson
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 with a 5-0 vote.

Facilities Manager Modernization Update

Northfield – Walkway – PHA 19-F – The new walkways have been installed. They still need to patch the paving areas and a spot by the front door. To make everything as ADA compliant as possible it required us to take up the patio around the flagpole. They have proposed to do a stamped concrete around the flagpole. Change order #2 is in the amount of \$2,850. The charge came back at \$2,171. Lisa Reilly made a motion to approve the payment for \$2,171 and was seconded by Russell Shirley. The motion passed with a 5-0 vote.

Oak Street Update

Russell stated that the town voted unanimously approved the funding of the Oak Street School. I have been checking the school out once a week since we took charge of the site, and meeting with the Steering Committee who unanimously approved for us to go forward with the project. The next step is meeting with Selectmen and also changing the deed so that is Affordable Housing only.

Ross FSS Grant/Ross Supportive Services Grant

This is a yearly grant application that we have to submit every year for renewal for Mary Severy's position. We do not use the grant through Old Colony Elder Services Grant. Ian, that was working on the applications mistakenly applied for two different grants. If we receive the other grant that would open a new Service Coordinator position. Russell Shirley made a motion to allow the applications to be submitted and was seconded by Lisa Reilly. The vote passed with a 5-0 vote.

Cherry Hill II

Cherry Hill II reimbursed Plymouth Housing Authority for the automatic doors in the amount of \$13, 567.98. We currently have 10 project-based housing vouchers at Cherry Hill II. Plymouth Bay would like to add more vouchers, or eventually make the whole building project based. We would have to advertise project-based availability in the Plymouth center area. David Ward

made a motion to approve the application process for the project-based vouchers and was seconded by Russell Shirley. The motion passed with a 5-0 vote. Russell Shirley made a motion to accept the new rate increase until 2022 and was seconded by David Ward. The motion passed with a 5-0 vote.

Fair Market Rates 2020

This is for the Federal Programs which would be High Cliff and Northfield. Currently the tenants pay 30% of their monthly income. Russell Shirley made a motion to accept the rates as presented for 2020 and was seconded by Lisa Reilly. The motion passed with a 5-0 vote.

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 the light at the dumpster at Castle Court is out and it is very dark and they cannot see. Dede asked that tenants please call in the work orders so that we are aware of them. A tenant asked if they could throw out a tv or couch? Dede stated you can but you will have to put in a work order and pay a fee because certain items are charged to dispose of at the dump. A tenant asked if the leaves would be cleaned up before the snow comes. Dede stated that the leaves are an on-going issue and they have been cleaning them up.

Adjournment

Lisa Reilly made a motion to adjourn and was seconded by Mary Ann Veiga. Motion passed with a 5-0 vote.

Documents Issued

Minutes October 8, 2019
Facilities Update
Fair Market Rates 2020

A true record

A regular meeting of the Plymouth Housing Authority was held on Monday, December 9, 2019 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 Lisa Reilly. The motion passed with a 4-0 vote with one abstension.

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. They took off the window measurements and we are establishing the Notice to Proceed and project schedule.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – I met with CA Crowley on site two weeks ago and they are trying to expedite the design process. Their objective is to get through the design phase this winter and out to bid early spring.

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 address the carpet replacement project.

Northfield – PHA 19-B – Community Room AC Installation and Common Area Ventilation – The project is complete and have completed the walkthrough with the engineer. All the punch list items have been picked up and we are ready to close the project. We ask the board to approve final completion and release of retainage in the amount of \$20,738.75. Lisa Reilly made a motion to release the retainage in the amount of \$20,738.75 and was seconded by David Ward. The motion passed 4-0.

High Cliff – PHA 19-D High Cliff Kitchen Replacement Phase I – The kitchens are complete and I have done my punch list. The contractor has completed the punch list and the project is complete. The final completion and retainage have been released (approval from September's meeting).

Northfield – PHA 19-F- Northfield Walkway Replacement – The new walkways have been installed along with asphalt patching and stamped concrete areas. All the change orders have been picked up and punch list items complete. Project is finished.

High Cliff – PHA 19-I – Door Replacement – We had a lot of interest in this project with nine (9) bids coming in. Bids ranged from \$17,000 to \$37,000. We did the reference checks for the low bidder and have found them to be responsive and responsible. We would ask the board to approve the low bidder, New England School Services and award their proposal in the amount of \$17,070.00. David Ward made a motion to award New England School Services as the low bidder in the amount of \$17,070 and was seconded by Lisa Reilly. The motion passed 4-0.

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.

Oak Street Update

Russell stated that the town voted unanimously approved the funding of the Oak Street School. They are looking into releasing funds to us to for the design. Chris stated that DHCD has a list of architects and resources that we can reach out to. Russell stated that we should set up a sub-committee meeting for a date in January 2020. Regarding the not-for profit, we might be able to partner with Plymouth Bay Housing. We need to set up a meeting with the Town Selectmen to transfer the property, we are still under the management agreement. Dede stated that Todd has been going by the property.

2020 Budgets – Richard Conlon, Jr.

Richard Conlon stated that Plymouth Housing Authority does not work the same was as the town. At the end of the year any money in the budget can be kept, we do not have to give it back. DHCD allows a 10% increase in budget from last year. David Ward made a motion to accept the Federal MA 559C and was seconded by Lisa Reilly. The motion passed 4-0. Lisa Reilly made a motion to accept the Federal Section 8 Ross FSS Program and was seconded by David Ward. The motion passed 4-0. Mary Ann Veiga made a motion to accept the State 400C Program and was seconded by Lisa Reilly. The motion passed 4-0. David Ward made a motion to accept 689-1 and was seconded by Lisa Reilly. The motion passed 4-0. Lisa Reilly made a motion to accept the local affordable housing program and was seconded by David Ward. The motion passed 4-0. Lisa Reilly made a motion to accept the local management program and was seconded by David Ward. The motion passed 4-0. David Ward made a motion to accept the Executive Director's calculation and was seconded by Lisa Reilly. The motion passed 4-0.

Old/New Business

Russell Shirley stated he would like to make a motion to meet with Brockton Housing Authority to discuss the privatization of units.

Staff Reports & Warrants

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

Public Comment

A tenant stated that she was glad to hear that the board is doing their homework looking into all the options for more housing.

Next meeting will be January 13, 2020 at 130 Court Street.

Adjournment

Lisa Reilly made a motion to adjourn and was seconded by Mary Ann Veiga. Motion passed with a 4-0 vote.

Documents Issued

Minutes November 12, 2019

Facilities Update

2020 Budgets

A true record
