

A regular meeting of the Plymouth Housing Authority was held on Monday, January 13, 2020 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 David Ward. The motion passed 4-0 with one abstention.

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. Then we do have a change order that we would ask the board to approve in the amount of \$20,580.36. There are no companies that provide the extruded bronze anymore so the white windows will have to be painted. Russell Shirley made a motion to accept the change order of \$20,580.36 and was seconded by Lisa Reilly. The motion passed 5-0.

Castle Hill – Sewer – PHA 19-G Sewer Ejection Pump Replacement – The second pump failed and we had to apply for an emergency waiver. DCAMM approved a complete procurement waiver and I was able to proceed with the lowest proposal we received. Williamson Pump & Motor were able to respond quickly and complete the job. Please approval final payment of \$48,452.47. Russell Shirley made a motion to approve the final payment of \$48,452.47 and was seconded by Lisa Reilly. The motion passed 5-0.

Southfield - Windows – PHA 19-H Southfield Common Area Windows – Because of the dollar value of the project DHCD will be the primary on the project. We are waiting for a PM to be awarded to it so we can start the design phase. I will still try and have this project completed as soon as possible so we can address the carpet replacement project.

High Cliff – PHA 19-I – Door Replacement – New England School Services was on site last week to go over final measurements and color selection for ordering. Waiting on the lead time and proposed install schedule.

High Cliff – PSP 20-2 – Elevator Upgrade – Motion Elevator has provided us with a proposal to do a complete control upgrade and interior cosmetic replacement. The proposal is in the amount of \$78,460.00. Lisa Reilly made a motion to accept the proposal from Motion Elevator in the amount of \$78,460 and was seconded by David Ward. The motion passed 5-0.

CFP – We are pulling together the new 5-year capital plan and will be bringing the 2020-2024 plan to the board for approval next month.

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.

Capital Fund Amendment #7 – Russell Shirley made a motion to approve the awarded amount of \$287,785 and was seconded by David Ward. The motion passed 5-0.

Oak Street Update

Russell stated that the board needs to go to the Selectmen to get the deed or bill or sale transferred. The CPA voted to approve the expenditures at risk for the architect. Russell will be attending the CPC meeting in February. Russell Shirley made a motion to extend the liability for another six months and was seconded by David Ward. The motion passed 5-0.

Cherry Hill II Project Based

Dede stated that we got a proposal for the project based for Cherry Hill II. We received eleven and think there was a miscommunication and after speaking to Joan, we got another four. One contact is effective for January 1, 2020 for eleven units for ten years. Lisa Reilly made a motion to accept the contract for eleven units and was seconded by Russell Shirley. The motion passed 5-0. The second contract is for four units for ten years effective February 1, 2020. Russell Shirley made a motion to accept the contract for the four units and was seconded by Mary Ann Veiga. The motion passed 5-0.

2020 Utility Chart

Annually we must renew the utility charts with the section 8 program. The gas heat is deducted from the monthly rental price and tenant pays the gas. These rates will be effective January 1, 2020 but will be implemented March 1, 2020. Russell Shirley made a motion to accept the new utility charts and was seconded by David Ward. The motion passed 5-0.

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 at Castle Court, trees, leaves and branches have been knocked down and they are being stored behind Building 22 and it is a mess. A tenant stated that people have been coming to Castle Court and dumping stuff that do not live there. A tenant from Cherry Hill stated that the hallways, stairwells and lobby need a deep cleaning. Russell Shirley asked that we investigate the costs of a cleaning company coming in, as well as other sites.

Next meeting will be February 24, 2020 at 130 Court Street.

Adjournment

Russell Shirley made a motion to adjourn and was seconded by Mary Ann Veiga. The motion passed with a 5-0 vote.

Documents Issued

December 9, 2019

Facilities Update

2020 Utility Chart

A true record

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

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

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

Approval of Minutes

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

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

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

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

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

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

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

Priority/Preference High Cliff & Northfield Waiting List

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

Hands-Free Use of Mobile Telephones While Driving Policy

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

Discussion – Management Agreement

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

New Hires: Cari Robbins and Karen Broden

Both new hires are working in the Section 8 department.

Facilities Manager Modernization Update

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

Southfield - Windows – PHA 19-H Southfield Common Area Windows – Because of the dollar value of the project DHCD will be the primary on the project. We are waiting for a PM to be awarded to it so we can start the design phase. I will still try and have this project completed as soon as possible so we can address the carpet replacement project.

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

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

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

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

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

Update bi-annual cleaning

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

All Sites – Cherry Hill I and Office area have been restriped and we will be putting a project together to do the rest of the sites in the spring.

Year End Reports – Richard Conlon

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

Oak Street Update

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

Payment in Lieu of Taxes

Richard Conlon read the payments for each site.

Members Compensation

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

Staff Reports & Warrants

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

Public Comment

No public comment at this meeting.

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

Adjournment

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

Documents Issued

January 13, 2020 minutes

HAP Contract Cherry Hill II Effective 07/01/2020

Revised HAP Contract Cherry Hill II Effective 01/01/2020

Revised HAP Contract Cherry Hill II Effective 02/02/2020

Hands-Free Use of Mobile Telephones While Driving Policy

Facilities Update

Year End Reports

A true record

Sede Runden

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

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

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

Approval of Minutes

David Ward made a motion to approve the minutes from February 24, 2020 and was seconded by Russell Shirley. The motion passed 4-0 with one abstention.

Facilities Manager Modernization Update

Cherry Hill – Windows PHA 19-A – Cherry Hill Window Replacement – The windows are on order and the building permit has been applied for. With the lead time on the windows it has now pushed the substantial completion date to June 3, 2020. We did receive a tentative schedule at the end of last week which kicks the project off on Monday, March 30th and completes it on Thursday April 9th.

Southfield – Southfield Common Area Windows – because of the dollar value of the project DHCD will be the primary on the project. We are waiting for a PM to be awarded to it so we can start the design phase. I will still try and have this project completed as soon as possible so we can address the carpet replacement project. Russell Shirley made a motion to have Dede send a letter to ask this project to be done under the RCAT process and was seconded by David Ward. The motion passed 5-0.

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

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

High Cliff – PHA 19-1 – Door Replacement- New England School Services- the doors have been ordered and waiting to be manufactured. A schedule will be established once we know the manufacturers lead time.

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

CFP – The annual capital plan for 2020 and the 5-year capital plan for 2020-2024 have been submitted. The plan is under review by HUD and we will be notified once approved.

All Sites – Cherry Hill I and Office area have been restriped and we will be putting a project together do the rest of the sites in the spring.

Annual Lead Paint Certification – Dede stated that she has the yearly lead paint certification from DHCD. David Ward made a motion to accept the certification and was seconded by Lisa Reilly. The motion passed 5-0.

Oak Street Update

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

Old/New Business

Dede gave a follow up on implementing the local and veteran preference for Northfield and High Cliff. An applicant went from 45 to 1 spot with the new preferences. This preference will greatly help local and veteran applicants on the waiting list.

Dede stated that they are taking steps of sanitizing at the different sites due to the coronavirus. Fifteen hand stations were ordered with Purell and the maintenance crew will be sanitizing doors and elevators.

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 stated that some of the lights are High Cliff are very bright and they like strobe lights. The lights that are overhead and blink like crazy. Chris stated that they have replaced some lights and will investigate it. A tenant asked if a cleaning company has been picked yet? Chris stated that we are still addressing it and each site has different needs and trying to quantitate how much it will cost or do we need to revamp how we do the cleaning ourselves. A tenant stated that last month's meeting it was mentioned that the last six people housed were non-locals, are you hoping to house locals going forward? Dede stated that the state changed how we house applicants and that is why we put the local and veteran preference in place for High Cliff and

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Northfield. A tenant asked when the Castle Court sidewalks were being done. Chris stated that it is going forward and that it will be sections that need repair not all the sidewalks.

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

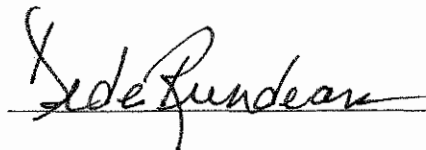
Adjournment

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

Documents Issued

February 24, 2020 minutes
Facilities Update

A true record



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

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

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

Best Business Practices from DHCD for Covid-19

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

All unit inspections are on hold.

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

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

Lease-ups continue by practicing social distancing.

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

All community room activities are cancelled.

All evictions or housing court hearings are post-poned.

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

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

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

We are in good shape with the masks and sanitizer.

We need gloves and we do not have any coveralls.

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

Facilities Manager Modernization Update

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

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

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

Oak Street Update

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

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

●Old/New Business

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

Staff Reports & Warrants

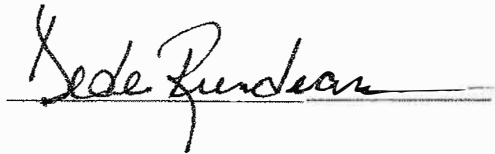
Russell Shirley made a motion to pay the bills and was seconded by David Ward. The motion passed with a 5-0 vote.

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

Documents Issued

Facilities Update

A true record



Dede Runden

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A regular meeting of the Plymouth Housing Authority was held on Monday May 11, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

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

Public Comment: None

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 4-0 to approve the regular meeting minutes of March 2020.

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 4-0 to approve the regular meeting minutes of April 2020.

Update Best Business Practices and Public Housing Notices:

Dede explained that there is a good supply of the PPE with the exception of N95 masks. Maintenance is responding to emergency work orders only. Buildings are cleaned daily. Unit inspections are postponed. The office is closed to the public. Notices by the BOH were posted all around the buildings. Community areas are closed. The PMR review noted that 2 members have not done the training yet.

HUD came out with waivers PHA can apply for due to COVID 19. The requirement to use the income hierarchy, including EIV and allows PHA to consider self-certification as the highest forms of income verification for Annual and Interim examinations. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve that waiver.

Cares Act Funding:

Dede explained there was a notice that came out and she will review it with Rich Conlon and Chris. There will be funding for some of the money spent on COVID-19 expenditures.

Update Facilities and Modernization:

Chris explained that the window project at Cherry Hill is on hold because we can't go into tenant spaces. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the award to JM Booth and Associates as recommended by the state. The slider doors at Southfield are in the works with DHCD. JM booth again was the architect that came in most qualified. On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 4-0 to approve the award to JM Booth and Associates as recommended by the state. The annual unit flooring project went out again and the lowest bidder was Flair Carpets. They have done work in the past and PHA has been happy. These flooring projects are at Southfield and Castle because they still have asbestos tiles. On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 4-0 to approve the award to Flair Carpets in the amount of \$1,500. The High Cliff and Northfield exterior door project was started but a couple doors were on back order. This will be continued when allowed. The elevator at High Cliff is put on hold because of COVID-19. The abutting property to High cliff and Castle Court has been doing some clearing and its uncertain where the property line is. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to allow PHA to seek bids for a surveyor. Bi-weekly cleaning has been getting done at all sites by Banner and Maintenance has been following suit.

Old/New Business:

On a motion made by Lisa Reilly and seconded by Dave Ward the board vote 5-0 to allow Russ Shirley to proceed with the sale of Oak Street to the Housing Authority.

Nicole spoke with the BOH about COVID-19 and will follow up with them and report back to the board.

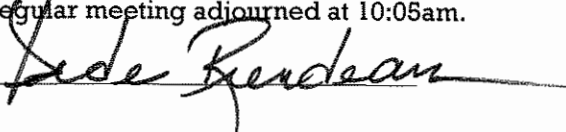
Bills:

Russ Shirley asks about the \$7,600 bill. Chris answers that it was for the window contractor. On a motion made by Russ Shirley and seconded by Mary Ann Veiga the board voted 5-0 to pay the bills.

Adjournment:

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 5-0 to end the meeting. The regular meeting adjourned at 10:05am.

A true record



A regular meeting of the Plymouth Housing Authority was held on Monday June 8, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

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

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

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

Note from the Director:

Dede explained that Antonio Gomes, 98, passed away. He served on the board for over 30 years and was the Veterans Agent in town and was responsible for opening the Plymouth Veteran's Clinic. The board wanted to take a minute to share how he would be missed and send their condolences to his family.

Public Comment:

None

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 5-0 to approve the regular meeting minutes of May 2020.

Update on COVID-19:

Dede explained that there are 3 current cases of COVID-19. The cases are in the same building but on different floors. The information was provided by the families of the tenants not the BOH. Starting today the office staff is gradually increasing. There are 4 employees working remotely due to childcare issues. The board questions whether BOH needs to share the information with the Housing Authority and it was mentioned that the BOH is not being helpful with this. Furthermore, management at CHII did not feel they needed to share any information with PHA. The board expresses concern since PHA maintenance staff is responsible for the building. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to send a letter to CHII management and/or their Board requesting they share any information due to the health and safety of PHA maintenance staff. Maintenance has resumed full schedules but still only completing emergency work orders. Hopefully by the end of phase 3 they can resume routine work orders in the family units. Chris is looking into purchasing foggers for community areas. NEMA has issued enough masks to give each resident 10 and each maintenance staff 100.

On a different note, Dede Riendeau explained that she has posted the position of Assistant Executive Director. The position has been in the budget for 5 years but she's never pursued it. Russ asks if there could be an employee within the PHA that could fill the role. She mentions that there potentially could be. On a motion made by Dave Ward and seconded by Russ Shirley, the board voted 5-0 to approve the Director to post the job advertisement.

Waiver to postpone September-December 2020 Annual Recertifications:

Dede explains that there were no waivers needed initially but with the continued delay, she requests a waiver to postpone these months and resume as normal on January 2021. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to postpone the recertifications for September – December 2020.

Nicole Long leaves the meeting and Russ Shirley steps in as acting Chair.

8 Additional Mainstream Vouchers- CARES Act, vote to approve Amended Annual Contributions Contract October 1, 2020:

Dede asks for acceptance. On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 4-0 to approve the additional vouchers.

Update Facilities and Modernization:

Chris explained that the window project for Cherry Hill is on hold because of COVID-19 and can hopefully resume in phase 4. The window project for Southfield is waiting DHCD design and approval. The slider project at Southfield and window project for Castle is moving

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forward with design. Sidewalk repairs can move forward. Atrium Doors at High Cliff were on hold with the screen doors because the contractor backed out. MJ Connors submitted a price and will be installing the doors at \$1,000/door for a total of \$7,000. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to approve the doors if the budget will allow it.

Chris is waiting to hear back from other surveyors for High Cliff. But currently has a price of \$3,220.00 from Merrill Engineering in Plymouth. On a motion made by Dave Ward and seconded by Lisa Reilly, the board voted 4-0 to award Merrill the project if they remain the lowest bidder.

Warrant:

On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 4-0 to pay the bills.

Adjournment:

On a motion made by Lisa Reilly and seconded by Dave Ward, the board voted 4-0 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 Tuesday July 14, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

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

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

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

Annual Election of Officers:

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 5-0 to elect Nicole Long as the Chair.

On a motion made by Nicole Long and seconded by Dave Ward, the board voted 5-0 to elect Russ Shirley as the Vice-Chair.

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

On a motion made by Dave Ward and seconded by Russ Shirley, the board voted 5-0 to leave the other appointments status quo.

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to approve the regular meeting minutes of June 2020.

Oak Street Update – Purchase and Sales:

Russ Shirley stated that he had nothing new to report other than having problems getting ahold of Mr. Driscoll.

Update Facilities and Modernization:

Chris explained that everything has pretty much stayed the same since the last meeting. The only projects moving forward at this time are exterior projects and family homes. The surveyor at High Cliff is about 90% finished and drawings will be submitted at the end of the month. If its determined that the neighbors' fence is on our property, then a letter should be sent to move it. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 5-0 to send a letter to the abutter to move their fence if it is in fact on our property.

Old Business/New Business:

Dede reported that she is finishing up interviews for the Assistant Director position. There were approximately 30 applicants. The board discusses notification from the BOH for positive CV results in our developments for safety reasons. There was concern for the lack of communication from the BOH Agent. On a motion made by Russ Shirley and seconded by Dave Ward, the board voted 5-0 to send a letter to the Board of Health with a copy to the Agent, Town Manager and Board of Selectman requesting PHA be notified of any positive test results.

01485

Warrant:

Russ Shirley asks about COVID related expenses and if we can tap into any county money in addition to State and Federal funds. Dede said that we did get a notice stating some of the Towns money could be used for rents and informed tenants to reach out if they needed help. She will investigate any other potential funds available.

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

Adjournment:

On a motion made by Dave Ward and seconded by Russ Shirley, the board voted 5-0 to end the meeting. The regular meeting adjourned at 10:30am.

Next Meeting Date:

August 10, 2020

Public Comment:

None

A true record

A handwritten signature in cursive script, reading "Dede Rundle", is written over a horizontal line.

A regular meeting of the Plymouth Housing Authority was held on Monday August 10, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

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

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

Old Business/New Business
 Warrant

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the regular meeting minutes of July 2020.

Oak Street Update – Purchase and Sales

Russ Shirley asked to check in with the town Attorney and if completed, have our Board review it by email so it can be signed and submit the signed copy to the selectman. A plot plan needs to be done for submittal to the Board of Appeals. CPC has agreed to fund the engineer.

Revision - HCV Administration Plan

Dede stated this was for the Section 8 Administration plan. There are no policy changes, only grammatical changes. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the HVC Admin Plan.

Revision – Personnel Policy, Recruitment

Dede stated that our policy suggests advertising with local media and a minority newspaper. She stated that the job posting for the Assistant E.D. was posted in the local paper for \$600 and not one candidate saw it. Russ Shirley stated that while he does like the idea of posting in the local paper, its not cost effective to continue posting future ads if the candidates are coming from other sources. On a motion made by Lisa Reilly and seconded by Russ Shirley, the board voted 4-0 to change the policy to remove the local newspaper as a recruitment source.

Update Facilities and Modernization:

Chris explained that DHCD is allowing us to enter units for maintenance and construction purposes. This allows us to continue with the Cherry Hill window replacement. Extra safety measures will be put into place and social distancing will be adhered to. He is waiting on one more door for the federal site project. There is still a hold up from the manufacturer. The elevator project at High Cliff is continuing forward. The code has changed since the initial proposal which may require additional specs that could change the price. That will be addressed when he receives the information. The survey plan is in and it does show encroachment. He did talk to Jonathan Driscoll and a letter will be sent to the neighbor. It was also discovered that there are other neighbors encroaching as well. The same letter will be drafted and sent to all necessary neighbors.

Old Business/New Business:

Dede reported that Chris Plourde has been hired as the Assistant Executive Director. She reviewed all the applicants and Chris was the best fit. She also felt it was best to promote from within. On a motion made by Russ Shirley and seconded by Lisa Reilly, the Board voted 4-0 to approve Chris Plourde as the new Asst. E.D.

Dede mentioned that Chris's job is now open and will need to be advertised. On a motion made by Lisa Reilly and seconded by Russ Shirley, the Board voted 4-0 to advertise for the open position.

01487

Warrant:

Russ Shirley asks if the appliance purchases have been put out to bid to ensure we are receiving the best price. Dede explained that they could not find fridges at any other store including Lowes so in this case it was not put out to bid.

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the Board voted 4-0 to pay the bills.

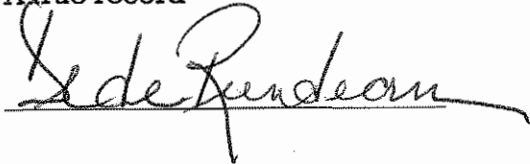
Next Meeting Date:
September 14, 2020

Adjournment:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the Board voted 4-0 to end the meeting. The regular meeting adjourned at 9:55 am.

Public Comment:
None

A true record

A handwritten signature in black ink, appearing to read "Dede Rendeau", written over a horizontal line.

A regular meeting of the Plymouth Housing Authority was held on Monday September 14, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

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

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

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

Approval of Minutes:

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 3-0 to approve the regular meeting minutes of August 2020. Dave Ward abstained.

Oak Street Update – Purchase and Sales

Russ Shirley stated he did not receive a phone call back from Bill Cohane. P&S agreement was signed with conditions put on the sale by the town (right of first refusal and ZBA approval on the building). A list of abutters was obtained and notices will be sent out. A zoning permit needs to be applied for once drawings are done. Demo permit will come after this step.

2021 Fair Market and Minimum Rents:

Dede explained that HUD put these out a month ago. There is a \$35-40 increase per bedroom size. These rates seem to be comparable with what is out there for units. On a motion made by Dave Ward and seconded by Mary Ann Veiga, the board voted 4-0 to approve the 2021 Fair Market and Minimum Rents.

Zero bedroom \$1742, One bedroom \$1924, Two bedroom \$2336, Three bedroom \$2906, Four bedroom \$3168, Minimum Rent \$50.

Response Board of Health:

They are referring to HIPPA Law. The board discusses their exemption given the circumstances. The board agrees to get a letter from the state explaining why PHA is exempt.

High Cliff Land Survey:

Dede explained that Chris was working with the company, but she turned the information over to Jonathon Driscoll. A letter was sent to the abutters (excluding the Girabaldi Club) and hopefully the landlords will reach out to their tenants to clean up their vehicles and temporary fence etc. The board agrees to let Dede contact the club to start a dialogue.

Update Facilities and Modernization:

Chris explained that the windows at Cherry hill are on hold due to the logistics. Russ asks how bad the windows are. Chris stated that there weren't any emergencies but some of them are bad. Castle Court living room windows are in the design phase. He is hoping it will be a spring project. High Cliff door project is complete. The sanitizing with Banner has been cut back to once a month due to cost. Maintenance staff will be sanitizing more frequently. The majority of the CARES Act funds have been used.

On a motion made by Dave Ward and seconded by Lisa Reilly the board voted 4-0 to close the regular meeting and enter into public hearing for the capital improvement plan.

Annual Plan:

Dede stated that no one attended for public comment. No questions from the board. On a motion made by Mary Ann Veiga and seconded by Dave Ward the board voted 4-0 to close the annual plan meeting and re-enter into the regular meeting.

On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 4-0 to approve the annual plan.

Old Business/New Business:

Dede explained that there are still a few units available in the section 8 program. Correspondence through the mail has slowed things down a bit. CORI's are done through window service to keep things safe. Briefing sessions have all been done remotely. There are about 30 people with vouchers looking for a rental. Names from the list are being pulled from 2016-2017. She has not heard anything about the state road project yet. But expressed concerned with doing project-based housing and stated it can be discussed further when the time comes.

Warrant:

On a motion made by Dave Ward and seconded by Lisa Reilly, the Board voted 4-0 to pay the bills.

Next Meeting Date:

October 13, 2020

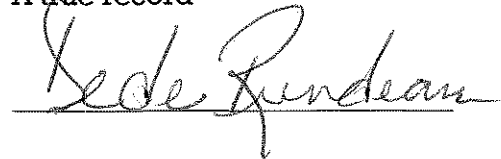
Adjournment:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the Board voted 4-0 to end the meeting. The regular meeting adjourned at 10:30am.

Public Comment:

None

A true record

A handwritten signature in cursive script, appearing to read "Dede Rundenau", is written over a horizontal line.

01490

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

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

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

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

Approval of Minutes:

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

Dave Ward joined the meeting

Write – Off Uncollectable Rents

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

Budget Revision 2020

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

Grant Applications

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

Prince Street – Letter

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

Chatter Box

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

Dispose of 2003 Explorer and 1993 Chevy Truck

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

Hire Modernization Specialist Effective November 1, 2020

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

Post open position Maintenance Foreman

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

Oak Street Update – Purchase and Sales

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

Facilities Update

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

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

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

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

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

Discussion Re-opening Community Rooms

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

Old Business/New Business:

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

Warrant:

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

Next Meeting Date:

November 9, 2020 @9:30

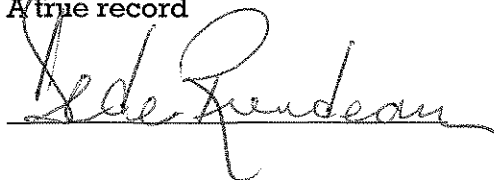
Adjournment:

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

Public Comment:

None

A true record



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

Nicole Long, Chairman
 Russ Shirley, Vice-Chairman
 Mary Ann Veiga, Commissioner
 Lisa Reilly, Commissioner arrived at 9:45am

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

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

Approval of Minutes:

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

Oak Street Update – Purchase and Sales

Russ Shirley stated the Selectman have signed the P&S agreement. Notices have been sent to abutters for November 18th ZBA meeting.

Grant application must be in by December 12th for the fair housing market grant. ADA plan and revised estimate from CPC based on current market needed for application.

Project Based Vouchers-

Dede explained that units are just about ready. She was originally concerned about the rents being too high. But they came to an agreement and rents will be below fair market rents. A separate wait list may be established for the project-based housing. Veteran and local preferences can be given if the board decides to do so. Advertisement would be the first step. On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 3-0 to create a local housing list for project-based housing in South Plymouth with local and veteran preferences.

Facilities Update

Chris explained that projects have been quiet. Windows at Cherry Hill are still on hold due to COVID-19. Windows at Castle Court were approved, and the project will start with abating the asbestos with DHCD hazard funding. Sliders at Southfield will be going out to bid soon. A spring start is likely for both projects. Chris went over the federal 5-year capital plan and explained several projects. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the federal capital plan.

Old Business/New Business:

Dede explained that she spoke with Steve Swift at the Garibaldi Club and he was very receptive to however the PHA wanted to handle it. The board thinks a \$1/year parking agreement with wording to take back the agreement at any time in the future. Dede suggests getting advice from the Attorney before an agreement is made. On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the board voted 4-0 to have Dede set up a meeting with Jonathon Driscoll to discuss.

Dede discusses that the health and safety grant for the CO detectors at HC and NF have been submitted. FEMA applications for DHA and KHA have been submitted and PHA will be finished soon. Dede suggests reaching out to Jonathon Driscoll to work on a non-profit with Russ. On a motion made by Lisa Reilly and seconded by Mary Ann Veiga, the board voted 4-0 to set up a meeting with Jonathon Driscoll.

Dede explained that Cherry Hill II will be hiring their own maintenance person effective January 1st, 2021. However, they do want the PHA to continue with the snow removal and shoveling and sent a contract for \$25k/year. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the snow removal contract as stated.

01493

Nicole explained the letter from CHII. They will not be renewing with us and engaging in a contract with Peabody Properties instead. The snow contract will recoup most of the fees lost due to the switch. Further Discussion on this next month when Richie goes over the budget.

Warrant:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to pay the bills.

Next Meeting Date:

December 14, 2020 @9:30

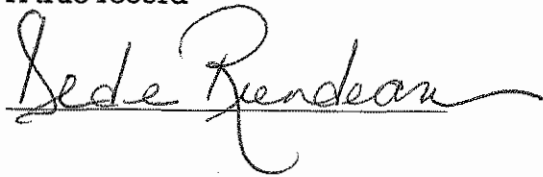
Adjournment:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to end the meeting. The regular meeting adjourned at 10:10am.

Public Comment:

None

A true record

A handwritten signature in cursive script, reading "Sede Rendeau", written over a horizontal line.