

A regular meeting of the Duxbury Housing Authority was held on Wednesday August 24, 2016 at 8:00 a.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

Mike Thorp, Chairman  
Paul McCormack, Vice-Chair  
Stephen McCarthy Sr., Commissioner  
Pauline Flynn, Commissioner

Absent, James Borghesani

Also Present:

Dede Riendeau, Executive Director  
Chris Plourde, Asst. Facilities & Modernization Manager  
Paul Blanchard, Facilities & Modernization Manager  
Carol Greger, Tenant reporter  
JoAnna Letourneau, Recording Secretary

Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the June 2016 board meeting minutes. There being none Stephen McCarthy made a motion seconded by Paul McCormack to approve the minutes as prepared. The motion passed on a 4-0 vote.

Members were asked if there were any changes, corrections or omissions to the July 2016 board meeting minutes. There being none Paul McCormack made a motion seconded by Stephen McCarthy to approve the minutes as prepared. The motion passed on a 4-0 vote.

Tenant Report:

Carol Greger reported that everyone was interested to see the new changes and have lots of questions as well.

Old Business:

Mike Thorp explained that it was brought to his attention from Dede that Pembroke Housing Authority started a website and Facebook page for DHA. The members agree that that was never discussed or approved at a meeting and should be taken down.

New Business:

Solar Agreement Amendment:

Paul Blanchard explained that Sun Edison went bankrupt and the company signed an agreement with a new company to guarantee financing for construction. Originally it should've been up and running by now but they have defaulted because of this. They need DHA to extend the contract to December 31<sup>st</sup>. There is no risk to DHA to extend the contract. On a motion made by Paul McCormack and seconded by Pauline Flynn, the members voted 4-0 to accept the solar agreement amendment and to allow the Executive Director to sign.

Window Replacement Plans & Specs:

Paul Blanchard explained that DHCD approved work order 1697 in the estimated amount of \$18,000 with BKA Architects Inc. out of Brockton. Paul explains that because of his architect background, DHCD will allow him to apply for AIMM for DHA after a few projects have been completed. One of the advantages of AIMM is that it allows 13% rather than 10% for admin

fees which help pay Chris and Paul rather than hiring outside help. Paul states that because the colder weather is coming its best that this project wait to start until the spring. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 4-0 to retain BKA Architects Inc. in the estimated amount of \$18,000 for work order number 1697.

#### Assignment of Procurement Officer:

Dede explains that DHA has a procurement policy but the previous Director was the Chief Procurement officer. The purpose of a procurement officer is to allow a person, usually the Director to sign and authorize purchase orders. One needs to be setup so that maintenance such as the AC repair at the 689 can be finished. In this case, Dede would authorize Paul to also be able to sign. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 4-0 to reconfirm the existing procurement policy and appoint Dede as the chief procurement officer with Paul and Chris as backups.

#### Other New Business:

Dede explained what roles Plymouth staff would take care of and what Wendy would be responsible for. She explained that there are some little things that need to be changed like marking incoming bills with the date they were received, who received them etc. Also some of the policies need to be worked on or new ones need to be created.

#### Next Board Meeting:

Dede explains that meetings should be held monthly and she would reach out to James to see what days and times works best for him and get back to everyone. The board requests that Todd be present at the next meeting so they can ask him some questions.

#### Payables:

Dede gave the board the financials back to June to view, but explained that she isn't able to answer any questions at this time because she wasn't here. The members looked over the financials but had no questions. Dede explained that in future board meetings there would be a mod and staff report as well as each months payables for the boards review and vote.

#### Adjournment:

At 9:00 a.m. Paul McCarthy made a motion seconded by Mike Thorp to adjourn the meeting. The motion passed on a 4-0 vote.

A true record

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