

A regular meeting of the Duxbury Housing Authority was held on Tuesday October 4, 2016 at 7:00 p.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

Also Present:  
Dede Riendeau, Executive Director

Absent,  
James Borghesani  
Pauline Flynn, Commissioner

Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the August 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 3-0 vote.

Tenant Report:  
None

Budget 2016-2017:

Richie explains that there has been some conversations with HUD regarding the 13 section 8 vouchers. It is really too small for Duxbury so HUD has said they could be given to Plymouth and Duxbury Residents would be given a preference on the waiting list through Plymouth.

Richie explains that there are four different programs. This would leave Duxbury with only 3 programs and they could wipe their hands clean of the section 8 program. Dede explained that she received a letter stating DHA was a troubled authority mainly because they have not done any reporting since 2015. Reporting should be done monthly. The board asks if this can be put on the agenda for next month so it can be discussed further. Richie jumps back to the budget and explains how the process works with the state. He goes over administrative salaries and states that he made sure they didn't increase more than 3%. Buddy's rate is set by Dept. of Labor and Workforce Development. It comes out every April and we are required to pay whatever amount they say. He explains that he is trying to get money from the state to replace the exterior trim. If they give us the money we can do the \$25,000 worth of trim replacement. If we also get the \$200 per unit the

state may be giving us we might be able to paint as well. For the 689 programs he usually just leaves \$15k for each unit to use on whatever is needed throughout the year. He explains that the rents for the 689s are pretty low but unfortunately we can't increase it more than the COLA unless there are significant expenses greater than the rent. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the April 1, 2016- March 31, 2017 budget for the 400-1 program. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the April 1, 2016- March 31, 2017 budget for the 689-1 program. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the April 1, 2016- March 31, 2017 budget for the 689-2 program. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the April 1, 2016- March 31, 2017 budget for the Section 8 program.

#### Contract for Accounting Services:

Richie explains that the contracts are very standard and the same across all his housing authorities, he just changes the names. He has been doing this since 1982 and only has 28 clients. He purposely keeps his firm small so he can be the point person for each agency. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the contract for accounting services for Richard Conlon.

#### Revised Management Agreement:

Dede explained that a vote is needed for the new management agreement figure of \$39,845. On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to approve the revised management agreement figure of \$39,845.

#### Discussion- Housing Choice Voucher Management:

As previously requested, this item will be on next month's agenda for discussion.

#### Adjournment:

On a motion made by Paul McCormack and seconded by Stephen McCarthy, the members vote 3-0 to adjourn. The meeting adjourned at 8:20 p.m.

A true record

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