

A regular meeting of the Duxbury Housing Authority was held on Tuesday December 13, 2016 at 4:00 p.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

Present:

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

Also Present:

Dede Riendeau, Executive Director
Chris Plourde, Asst. Facilities & Modernization Manager
Paul Blanchard, Facilities & Modernization Manager

Documents Used:

Procurement Policy, DHCD FMR & Income Limit notice, Facilities & Mod Report

Approval of Minutes:

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

Tenant Report:

Carol Gregger reported that the residents are curious to see how the snow and ice treatment will be this year now that Buddy will have help from Plymouth. She then informed the board that she would like to step down as the tenant reporter because of medical issues. The board thanks her for her participation and tells her she is always welcome back.

Procurement Policy:

Paul explains that the state issued revised guidelines for procurement that increased some of the values. On a motion made by Paul McCormack and seconded by Stephen McCarthy the members voted 3-0 to approve the new procurement policy.

State Income Limits and Fair Market Rents:

Dede explained that the State income limits were approved by DHCD effective August 1, 2016. Each family size increased by approximately \$2k. On a motion made by Stephen McCarthy and seconded by Paul McCormack, the members voted 3-0 to approve the new State Income Limits and implement them effective January 1, 2017.

Update Facilities Manager:

Paul explains that the intercom system has been completed with a substantial completion date of September 20, 2016. On a motion made by Paul McCormack and seconded by Stephen McCarthy the members voted 3-0 to approve the substantial completion date of September 20, 2016 for the intercom project. Now that the work has completely finished the certificate of final completion also has to be voted on. On a motion made by Paul McCormack and seconded by Stephen McCarthy the members voted 3-0 to approve the certificate of final completion and release the retainage in the amount of \$4,061. Paul discusses that the window replacement project. The project is estimated to cost \$123,303 and should begin sometime in May.

Verizon has been on site installing FIOS which will now give residents the option of Comcast or FIOS. Plymouth staff will be assisting in the snow and ice removal this winter. Paul is looking into costs to replace the sign at the end of the entrance and add some lighting. Mike asks what needs to be done to have everything ready to go for the wood/trim replacement so that once the weather breaks the work can begin. Paul explains that the project needs to be put into the system and then the capital fund needs to be planned so there is enough money allocated for the project. Dede states that money is already set aside for the project and it should hopefully be completed by next fall.

Warrants:

Dede states that she forgot the warrants and staff reports at PHA and will have to present them at the next meeting.

Other Business:

Dede informed the board that Plymouth adopted a non-smoking policy for all of their developments effective July 1, 2017 and suggests that Duxbury consider entertaining the same.

Discussion- Housing Choice Voucher Management:

Dede reminded everyone that a few months ago the board discussed giving their section 8 program to PHA permanently so that Duxbury would be completely cleared of ever having a section 8 program. At that time the board suggested waiting until there was a full quorum. On a motion made by Paul McCormack and seconded by Stephen McCarthy the members voted 3-0 to completely turn the section 8 program over to PHA.

Adjournment:

The meeting adjourned at 3:00 p.m.

A true record
