

A regular meeting of the Duxbury Housing Authority was held on Thursday January 26, 2017 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  
Pauline Flynn, Commissioner

**Also Present:**

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

**Approval of Minutes:**

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

**Auditor**

Dede explained the annual audit will be completed by Guider and Hurley. Once the audit is complete a report will be given to the board. There is no date for the audit at this time but it needs to be done before the end of the fiscal year.

**Internal Control**

The board discussed the Internal Control Policy. A motion was made by Paul McCormack to approve the Internal Control Policy and was seconded by Stephen McCarthy. The motion passed on a 4-0 vote.

**Facilities Manager Update**

- Paul received the final approval from DHCD for the intercom system which allows for the final payment to be made. He stated that a final DHCD invoice needs to be filed. There were no additional cost for this project.
- Window replacement project – Paul submitted a preliminary memo in December and never heard anything. In early January a more detailed memo was sent out and still never heard anything. Cynthia Barney, the project manager at DHCD questioned where the final document are. DHCD had sent out a memo January 4 incorporating Paul's comments to the architect and DHA that was never received. Cynthia emailed the letter on Tuesday afternoon and the final documents are due in 2 weeks. Once they are in the project will go out to bid.
- Other projects – Heating at Merry Ave, lighting and tree trimming at Cordwood Path and trim replacement. Tree trimming will be bid for in the spring 2017.
- Chris explained the 5 year project plan needs to be made. Meetings have been arranged in February to meeting with Merry Ave on 1<sup>st</sup> and Cordwood Path on 9<sup>th</sup> with the providers. Merry Ave has sent their wish list. The meeting is to determine what Capitol Plan, Budget or their responsibility is. There will also be a tenant meeting on the 24<sup>th</sup> so they can let us know what they would like and figure out what projects are priority.

- It was mentioned that due to the snow plowing several curbs have been destroyed. Dede mentioned a conversation with Buddy to have more markers placed.
- A comment was made about making the size of the circle made smaller so it is easier to get around it. The issue would be the fire trucks and ambulances. It will be looked into but paving is very expensive. This would be something to mention at the meeting on the 24<sup>th</sup>.

#### Board Member

Burt Walters was on the board but resigned due to his wife being ill. She passed in December and he was asked if he would be interested in running. Dede received an email from Ann Murray asking what how the seat will be filled. Dede replied the nomination papers can be filled out or he can be a write in. If neither are done we ask the state to appoint if the state does nothing the selectman can appoint. Dede suggested going to the selectman with the person the board would like him to appoint.

#### Facebook

Pauline mentioned the Facebook page for Duxbury Housing Authority is still active. Dede mentioned she has someone working to get the page down. Chris mentioned that Facebook can cancel a page due to it being fraudulent. Pauline said nothing is being posted.

#### Storage

Pauline received a request to look into storage of things like A/C. Wendy was asked about the policy for storing in the common closets. DHCH and the fire department state no tenant belongings can be stored in the common closets. All maintenance storage will need to be removed from the utility closets and become off limits. Storage is a big issue and will be looked into just for a/c units.

#### Parking

There are a 24 spots with 6 or 7 handicap spots. There has been an increase of handicap placards. There have been several people parking in spots reserved for handicap. People should register for handicap spaces and the other spots are for first come first serve. The board discussed what number of spaces need to be handicap and they should be marked and located in front of each building. It was mentioned that Cherry Hill has assigned spots for people who have placards but the spots are not marked as handicap. This matter is put on hold until a plan can be developed.

#### Bills

A motion was by Paul McCormack to pay the bills from September thru December and seconded by Pauline Flynn. The motion passed with a 4-0 vote.

#### Adjournment:

The meeting adjourned at 5:25 p.m. Stephen McCarthy made a motion and was seconded by Pauline Flynn. Motion passed with a 4-0 vote.

#### A true record

---