

A regular meeting of the Duxbury Housing Authority was held on Thursday March 30, 2017 at 5:00 p.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

**Present:**

Paul McCormack, Chairman  
Stephen McCarthy Sr., Vice Chairman  
James Hunt, Treasurer  
Pauline Flynn, Commissioner

**Also Present:**

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

**Election of Officers**

Pauline made a motion to nominate Paul McCormack as Chairman and seconded by Stephen with a 3-0 vote to approve. Paul made a motion to nominate Stephen McCarthy as Vice Chairman and seconded by Pauline Flynn with a 3-0 vote to approve. Paul made a motion to nominate James Hunt as Treasurer and was seconded by Stephen with a 3-0 vote to approve.

**Public Comment:**

Introduction of the new board member and Treasurer James Hunt.

**Approval of Minutes:**

Members were asked if there were any changes, corrections or omissions to the January 2017 board meeting minutes. Pauline mentioned on the second page, second line under the heading Parking the word should be "marking" not "parking". Stephen McCarthy made a motion seconded by Pauline Flynn to approve the minutes with the correction. The motion passed on a 4-0 vote.

**Capitol Plan:**

Chris explained that DHCD borrowed from future monies to pay for current projects. The projects that are in green are already funded and will be finished. Any other projects that come up we will put in a request for emergency funds to complete the project. The generator will be for the community building only and the plan is already in motion. We have a set budget each year that we use to plan projects for each year. If something comes up then we can request emergency funds. Stephen McCarthy made a motion that was seconded by Pauline Flynn to accept the Capitol Plan as presented with a 4-0 vote to approve.

**Tree Trimming:**

Letourneau Tree and Landscape came in at \$1900. This is a per diem price for a crew, truck and a chipper to come in for a day. Letourneau is good and cleans up after themselves. This

will be in the spring. Stephen McCarthy made a motion to accept the bid for project DSP1604 as presented and was seconded by Pauline Flynn with a 4-0 vote to approve.

#### Windows

Chris updated the board that the architect is not completing thing as quickly as hoped. We are still waiting for the architect to finish and the state approve the plan so we can put it out to bid. It is projected to be started this summer early fall once everything has been approved.

#### Boilers:

Chris explained we are researching and developing a plan to get the boilers fixed. A walk through was done at Merry Ave and met with the tenants. They have their own Mod Dept. that fund small projects that we will work with them to get projects completed

#### Florescent lights reimbursement:

This was a FISH project that was already taken care of. We are getting the receipts together to send out for reimbursement so we can get paid.

#### Trim:

When PHA took over DHA the front of the buildings needed to be improved due to age, weather and animals/birds. Plans have been made but came to a halt because of how much the bids were. Now DHCD want to be involved with any project over \$25,000. So all documentation needs to be sent to DHCD for approval before it is sent out to bid. We were hoping to just hire a contractor and get the materials to complete the trim but now DHCD wants to be involved. Everything is moving forward but not a quickly as we would like.

#### Fios

Verizon prepped all the units for Fios. The concern for the housing is the fire alarm with a dedicated line. Verizon assured the line will stay the same. In case the power goes out, Fios needs a battery back up to continue communication. The NFPA requires 8 hours of backup which Fios has an 8 hour battery for backup. The tenant will need to call to have their plans switched to a Verizon Fios plan or Comcast. Chris stated he will get information about the switch over to pass out to the tenants.

#### Adjournment:

Stephen McCarthy made a motion to adjourn the meeting and was seconded by James Hunt. The motion passed with a 4-0 vote.

A true record

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