

A regular meeting of the Duxbury Housing Authority was held on Tuesday April 18, 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
Bertram Walters, Commissioner

Also Present:

Paul Blanchard, Facilities & Modernization Manager
Chris Plourde, Asst. Facilities & Modernization Manager
Richard Conlon, CPA

1. Public Comments:

None

2. Approval of Minutes:

Members were asked if there were any changes, corrections or omissions to the March 2017 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 and 1 abstained.

3. Budget

Richard discussed the April 1, 2017 – March 31, 2018, 400-1 budget with the board members. A motion was made by Stephen McCarthy to approve the 400-1 budget as presented and seconded by Pauline Flynn with a vote of 5-0 in favor. Richard discussed the April 1, 2017 – March 31, 2018, 689-1 budget with the board members. A motion was made by Stephen McCarthy to approve the 689-1 budget as presented and seconded by Bertram Walters with a vote of 5-0 in favor. Richard discussed the April 1, 2017 – March 31, 2018, 689-2 budget with the board members. A motion was made by Bertram Walters to approve the 689-2 budget as presented and was seconded by Stephen McCarthy with a vote of 5-0 in favor. Richard discussed the April 1, 2017 – March 31, 2018 Section 8 budget. A motion was made by James Hunt to approve the section 8 budget as presented and seconded by Stephen McCarthy with a vote of 5-0 in favor.

4. CPA Engagement Letter

Richard presented the engagement letter for the board members to sign.

5. Lead Certificate

Chris presented the yearly lead certification for the board members to sign.

6. AIMM Designation

Duxbury Housing Authority has been granted AIMM designation. This allows us to do projects in house up to \$50,000.00 without having to get approval from DHCD. Chris is working on getting certified as a Massachusetts Certified Public Purchasing Official by the state. He has completed 2 out of 3 courses. The third course is the end of April. He will be able to apply for the certification the end of November once he has been here for 3 years. Another requirement is to have a licensed professional on staff. Paul is a registered architect so that fulfills that requirement.

7. Windows

Chris updated the board that the project will be going out to bid and will be presented to the board at the June meeting.

8. 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

9. Adjournment:

Meeting Adjourned at 6:05 pm.

A true record
