

A regular meeting of the Duxbury Housing Authority was held on Wednesday September 13, 2017 at 5:00 p.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

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

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

1. Public Comment:

A comment was made about how the new fence being installed looks good.

2. Minutes Approval

The only change to the minutes was to add Bertram Walter to the attendance list as he did attend the meeting, also adjust the vote tallies to reflect 5 board members. Stephen McCarthy made a motion to approve the minutes with the correction and was seconded by Bertram Walters. Motion passed with a 5-0 vote.

3. Facility update

Windows – The sample window was installed and the other windows are on order. There is a change order for a credit as the trim is not going to be changed just the windows replaced. The other change is in the handicapped units there is a window in the bathroom. There will be an opaque glaze applied to the inside of all four bathroom windows. The other changes are: the reduced size of the windows, using tempered glass and using half screens instead of full screens, and adding on an a/c part that protects the sills. The overall amount of all these changes is \$783.21. The motion was made by James Hunt to accept the changes as explained and was seconded by Stephen McCarthy. Motion was approved with a 5-0 vote.

Parking – There has been no change in the parking. The stickers have come in.

Boilers – Researching and preparing documents for the upgrading of the system.

Tree Trimming – Large pine trees were removed from Cordwood Path.

Fencing – Has been started and should be finished up in the next days.

Bathroom – The lower bathroom at 705 Union Street needs some work. We are looking to see what can be done now with budget funds and what can be added to capital projects.

Turnover – There is a unit on Bay Road that will need extensive work that is beyond normal wear and tear. The repairs will not affect the others units. Dede explained the apartment can be taken off line so work can be done. We have 30 days to turn over an apartment. However for this apartment we will ask for a waiver to extend for an additional 30 days.

Gable & Trim Replacement – Homer Contracting will be giving an itemized estimate of the gables versus the corner boards. So we can then figure out the funding. Also DHCD has extra money available that has been added to the fish program. We are now just waiting for the estimate.

General - Continuing to develop preventative maintenance plan. We are also reviewing and updating inventory.

4. Housing Report

Recerts are effective Oct 1, everyone has been notified of their new rent amounts. The 705 recerts occur on their actual lease date. For the waiting lists there are 311 people on the one bedroom, 55 people on the 2 bedroom and 168 on the 3 bedroom. There is only one unit not occupied and that is the one that is being completely done over.

5. Warrants

Dede will present all the warrants for July – September at the next meeting.

5. Adjournment:

The meeting was adjourned at 7:35 pm.

A true record
