

A regular meeting of the Duxbury Housing Authority was held on Wednesday December 6, 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
Bertram Walters, Commissioner

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

Public Comment

The new window installation is completed. The problem of some of the large air conditioner units do not fit in the windows. There is one tenant that has a medical need for an air conditioner year round that Chris is addressing. Paul McCormack will drop off a small unit that he is no longer using for the tenant to use. The rest will be addressed in the spring.

Minutes Approval

A motion was made by Stephen McCarthy and seconded by James Hunt to accept the September minutes. The motion passed with a 4-0 vote.

Facility update

Windows – the windows are 100% complete. The punch list has been addressed. Some of the problems that were addressed were the air conditioners and also the blinds. Some of the blinds were not sitting correctly so the tenants were given the option to go a purchase new blinds or for the existing blinds to be mounted on the casing. Two votes are need from the board, one is the Substantial Completion and the second is the Final completion and release the retainage. The motion to approve Substantial completion as of 11/9/2017 was made by Stephen McCarthy and seconded by James Hunt. Motion passed with a 4-0 vote. The motion to approve the Final completion as of 11/30/2017 and release the retainage of \$5,634.16 was made by Stephen McCarthy and seconded by James Hunt. Motion passed with a 4-0 vote. Instruction will be sent out to the tenant on the proper way to tilt the windows to clean them.

Merry Ave – The furnace on the men's side went unexpectedly and could not get the parts for the repair. An emergency replacement of the unit was completed by Kingston Sheet Metal in the amount of \$4,980. We are continuing to develop the project for the replacement of the unit on the other side which we hope to get done in the spring.

Gable & Trim – After our research and investigation we have developed a scope and plans to complete this project. We will try to keep the original wood and detail of the small gables over the entrances using our own forces and operating budget. The rest of the trim work on the buildings will be replace with PVC and done with formula funding. Anticipation of completion is in the spring.

14 Bay Road Turnover – We recently leased-up unit #3. However, that unit required a significant amount of work to get ready. New VCT in the stairwell, refinishing of the hardwood floors, cleaned and repaired the kitchen, added exhaust fan, cleaned and

repaired the bathroom, cleaned and repainted the entire unit. We did most of the work in house with minor outsourcing of the electrical work.

748 Union St – Bathroom – The lower bathroom need some work and we are looking to see what needs to be fixed now with budget funds and what can be added to our capital projects.

705 Chestnut St – Turnover – This unit will be opening up soon and will need substantial amount of work. We plan to use funding to bring this unit up to date.

We are continuing to develop of preventative maintenance plans and execute them thru all the sites.

The board acknowledge the hard work all the contractors, maintenance and Modernization department have do this past year.

Resident Handbook

The smoking policy needs to be updated in the handbook. The windows need to be address in the handbook as well. The new handbook will be issued to all tenants old and new. The motion was made to improve the handbook with the smoking policy and the instructions for the new windows was made by Stephen McCarthy and seconded by James Hunt. Motion passed with a 4-0 vote.

Old/New Business

The question was asked about the recertification for 2017 and Dede assured them the recerts are all complete until next year.

Dede informed the board there was an audit completed last week and as soon as the report card comes out she will forward it to them. There was nothing major just a few things they could not find in the tenant files when they went through them. We were able address the missing information.

A question was asked how the smoking is going. Dede explained she will be presenting a new smoking policy due to a pilot program that was presented to Plymouth.

Warrants

The motion was made to accept the warrants was made by Stephen McCarthy and seconded by James Hunt. Motion passed with a vote of 4-0.

Next meeting will be on January 10, 2018.

Adjournment

Meeting adjourned at 5:36 pm.

A true record
