

A regular meeting of the Duxbury Housing Authority was held on Wednesday June 13, 2018 at 5:00 p.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

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

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

### **Public Comment**

None

### **Approval Minutes**

Stephen McCarthy made a motion to approve the May Minutes and was seconded by Paul McCormack. The motion passed with a 5-0 vote.

### **Facility update**

- Gable & Trim Replacement – Fleming Brothers were the low bid at \$22,500 per building. Their references have been good and capable of doing this work. Paul McCormack made a motion to award low bid of \$22,500 to Fleming Brothers and the choice of which building to start with is left to Chris Plourde's discretion. Motion was seconded by Stephen McCarthy. The motion passed with a 5-0 vote. Paul McCormack will look into the application process for CPC Funding.
- Repaint Front Entrance Gables – Working on getting bids to scrape and paint all the small gable entrances to all the buildings.
- Entrance Sign – Sign should be ready soon and we are ready for it to be installed once it arrives.
- Merry Ave – Kingston Sheet metal has completed the furnace work. Waiting to schedule a final walk thru and approve final completion. A vote for Final Completion and Release of payment as to not hold up the payment once the final walk thru is done and everything is satisfactory. Paul McCormack made a motion to release the payment of \$6,796 for Final Completion and was seconded by Bertram Walters. The motion passed with a 5-0 vote.
- Merry Ave – The driveway is in rough condition and has been made worse by plows. The project has been awarded to the 2018 Capitol Plan and will be working on it soon.
- Merry Ave – The bathrooms are original to the building and are showing significant wear. The project has been awarded for the 2019 Capitol plan.
- Cordwood – There is minimal site lighting and the providers requested additional lighting especially in the driveway. This project has been awarded to the 2018 Capitol plan and will be started soon.
- Cordwood – A work order has been issued for our maintenance staff to fix what we can to prevent further damage while we wait for Capital funding to do a full rehab.

### **Old/New Business**

Dede spoke with the accountant and a vote need to be taken to close the old Section 8 account. Stephen McCarthy made a motion to all the Executive Director to close the old Section 8 account and was seconded by Paul McCormack. The motion passed with a 5-0 vote.

**Warrants/Staff Reports**

Dede reviewed the staff reports with the board.

Paul McCormack made a motion to approve the warrants and was seconded by Stephen McCarthy. Motion passed with a 5-0 vote.

**Adjournment**

Paul McCormack made a motion to adjourn and was seconded by Stephen McCarthy. Motion passed with a 5-0 vote.

A true record

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