

A regular meeting of the Duxbury Housing Authority was held on Wednesday August 15, 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
Paul McCormack, Treasurer
Pauline Flynn, Commissioner
Bertram Walters, Commissioner

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

Public Comment

None

Approval Minutes

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

Facility update

- Gable & Trim Replacement – Fleming Brothers have completed the work. We are happy with the outcome and there was no punch list. Asking for approve Final Completion and release of Final Payment in the amount of \$22,500. Paul McCormack made a motion to approve Final Completion and release Final Payment of \$22,500 and was seconded by Bertram Walters. The motion passed with a 4-0 vote.
- Repaint Front Entrance Gables – We are getting bids to scrape and paint all the small gable entrances to all the buildings.
- Entrance Sign – Sign has been completed.
- Community Room Generator – Working with DHCD to get this project moving. We have solicited an Engineer to start developing plans.
- Merry Ave – Chris & Todd did a walk through was done to reassess what needs to be done. We will be addressing the driveway and bathroom repairs using 2018/2018 Formula Funding. We are getting pricing to replace the fence and doors to figure out funding.
- 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.
- 15 Chestnut – Both entrance doors need to be replaced. We have solicited several contractors and received 2 quotes. The low bidder is MJ Connors in the amount of \$4,150. Pauline Flynn made a motion to award low bid to MJ Connors in the amount of \$4,150 and was seconded by Bertram Walters. The motion passed with a 4-0 vote.
- Fire Alarm Monitoring Service – The original contract was from 1985. DHCD requires putting the contract out for bid. We received 3 bids with Sounder Systems being low bidder in the amount of \$23,409 for 3 years. We use Sounder Systems in Plymouth and Kingston and very satisfied with their work. Bertram Walters made a motion to award low bid to Sounder Systems in the amount of \$23,409 and was seconded by Paul McCormack. The motion passed with a 4-0 vote.
- Washer & Dryer – The washer & dryers have been installed and receiving thank you from the tenants.

Amendment #10

Chris explained amendment #10 is an increase our State Capital Plan by \$82,522. Paul McCormack made a motion to accept Amendment #10 of \$82,522 and was seconded by Bertram Walters. Motion passed with a 4-0 vote

Write Off of Uncollectable Rent

Dede will discuss at next meeting.

Old/New Business

Dede presented to the board the Management Agreement for Duxbury. DHCD has new calculation form that needs to be submitted to figure out the Management fees and the employee benefits. Bertram Walters made a motion to approve the Management Agreement and seconded by Pauline Flynn. The motion passed with a 4-0 vote.

Warrants/Staff Reports

Dede reviewed the staff reports with the board.

Paul McCormack made a motion to approve the warrants for June and July and was seconded by Pauline Flynn. Motion passed with a 5-0 vote.

Tenant Comment

Tenant asked about the emergency pull cords removal in building 5. There was an incident and all the tenant would like to have them out back in for safety. Housing Authority and board will take reinstalling the emergency pull cords under advisement.

Tenant asked about getting a bike rack so she can store her bike. Dede explained where she wants to put the bike rack in the hallway is against the fire code. She asked about storing the bike in the sunroom. The board will take it under advisement and let the tenant know what the outcome.

Adjournment

Pauline Flynn made a motion to adjourn and was seconded by Bertram Walters. Motion passed with a 4-0 vote.

A true record
