

A regular meeting of the Duxbury Housing Authority was held on Thursday January 11, 2018 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  
Paula Flynn, Commissioner

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

### **Public Comment**

A tenant asked about the light above her kitchen sink. Dede asked if a work order had been placed and the tenant stated called one in. She stated Buddy had already been there and she is still without a light. Chris assured her he would check into and give her a call. There was also asked about a bat that was in her apartment and how it got in. Chris said he would talk to Buddy about the bat as well.

A tenant made a suggestion to have instruction placed above the washing machines because overfilling has caused one the two machines to break down. They would also like to have more washer and dryers.

A tenant commented about how an ambulance had a hard time getting into the circle because of the cars parked there. The Chairman stated that any car parking in the circle will be towed at the owner's expense due to the safety issue.

### **Minutes Approval**

A motion was made by Stephen McCarthy and seconded by James Hunt to accept the minutes. The motion passed with a 5-0 vote.

### **Facility update**

CIP/5-year plan – Updating the 5-year plan will be done in the next few months.

Chestnut St – Will be opening up and will need an extensive amount of work.

Union Street bathroom – Chris and Todd went over and the bathroom is in bad shape and will be a complete renovation.

Merry Ave – One side has had the furnace replaced now the other side needs to be replaced.

Trim – This project will be a twostep process. We will do as much in house as possible.

Generator in Community Room – There is no generator in the community room. There was once a grant for monies have a generator installed in the community buildings, but it is no longer in place. This will be one of the priority projects added to the CIP.

Sign & Lighting – Getting the sign and lighting done with this plan. We just have to follow the correct protocol.

Screens – These are being replaced slowly but will be on ongoing project.

**Budget Revision**

Dede explained the budget revision to meet DHCD requirements. Stephen McCarthy made a motion to approve the budget revision and was seconded by Bertram Walters. Motion passed with a 5-0 vote.

**Town Election Survey**

Dede explained the survey and had each member fill out the survey.

**Ethic Training**

The Ethic training needs to be completed every two years.

**Warrants**

Stephen McCarthy made a motion to approve the warrants May through December and was seconded by Bertram Walters. Motion passed with a 5-0 vote.

**Adjournment**

Stephen McCarthy made a motion to adjourn and seconded by James Hunt. Motion passed with a 5-0 vote.

A true record

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