

A regular meeting of the Duxbury Housing Authority was held on Wednesday March 14, 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  
James Hunt, Treasurer  
Bertram Walters, Commissioner

Chris Plourde, Assistant Facilities & Modernization Manager

### **Public Comment**

None

### **Minutes Approval**

Postponed until the next meeting.

### **Facility update**

Cable & Trim Replacement - Waiting for spring to begin work. Formula Funding could not be added to this year's budget but we will utilize the \$25,000 of the Operating reserve. We will assess any remaining work to see how to fund the remaining.

Generator – The new CIP now includes adding a generator to the community building. Plans will be developed this spring.

Security Cameras – We are looking into installing security cameras. First they will be used to monitor the exteriors then we will look at options to monitor interior common areas.

Entrance Sign – We have obtained a permit to install a new lite development sign. We are currently gathering prices based off the design we have.

Screens – Maintenance staff will continue to repair the damaged screens as time allows.

### Merry Ave

- We are continuing to develop the project for the replacement of the unit on the other side to have it completed in the spring.
- The driveway is a mess due to the plows. The new CIP has the repaving the whole driveway.
- The bathrooms are original and after many repairs we have added the renovation of the bathroom on the new CIP.
- There is minimal site lighting and the providers have requested additional lighting especially in the driveway. This is now a project on the CIP.

Union Street Bathroom – The lower bathroom needs some work. It is on the new CIP plan for 2020, but we will do the necessary repairs out of the budget to hold us until 2020.

Chestnut Street Turnover – Once this unit becomes available Chris and Todd will do a walk through to assess the work that needs to be done. The estimate cost along with a timeline will be presented to DHCD. They will decide if we can proceed under a time extension or take the unit off line for a short time.

### **New 5 Year CIP**

Chris presented and explained the new 5 year CIP to the board. James Hunt made a motion to accept the new plan and was seconded by Bertram Walters. The motion passed with a 3-0 vote.

### **Ethic Training**

Training is due this year.

### **Warrants**

Postponed until the next meeting.

### **Staff Reports**

Postponed until the next meeting.

### **Adjournment**

Bertram Walters made a motion to adjourn and seconded by James Hunt. Motion passed with a 3-0 vote.

A true record

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### **Public Comment after meeting had been adjourned**

- Tenant had concern about the power outage and felt Plymouth was neglecting the issue.
  - o Chris informed them we are handling the situation as we do at all the sites and unfortunately don't have any more control over the current situation than they do. They were advised to keep calling if the power remains out.
  - o Chris also advised them to utilize the shelters if that are in need of other services while power is out.
- The tenant also mentioned that the building is wired strangely. Parts will work in some units where others will have nothing at all in the same building. Some tenants called Eversource and they said power had been restored to Duxborough Village, which only had partial power, so this could be linked to that.
  - o This was the first we all have heard of this and Chris will look into it further.
- The community room bathrooms were a concern. Now a locked employee only bathroom and a shared men/women's bathroom. This bothered the tenants and they would like the bathrooms returned to the way they were originally.
- Building 5 was also wondering why the emergency pull strings had been removed?
  - o Chris advised them the system had failed and a new notice from the state said to remove the system.
  - o The tenants would like a copy of the notice posted in the community room.