

A regular meeting of the Duxbury Housing Authority was held on Wednesday April 18, 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, Vice-Chairman  
James Hunt, Treasurer  
Pauline Flynn, Commissioner  
Bertram Walters, Commissioner

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

### **Public Comment**

Tenant asked about the window ACs and a piece that goes in the window sill to make it flat for the AC to fit in the window. Chris explained that when the tenant is ready for the AC to call and Buddy will install the sill piece.

Tenants are happy to see the cameras outside because they feel safer. They are wondering why there are cameras in the laundry room. It was explained they are used to monitor the entrances and exits for the safety of the tenants not to invade their privacy.

Tenant wanted to acknowledge one of the tenants that rakes the circle and the maintenance for picking up the piles. The question was asked when the outside water will be turned on. The tenant suggested the water be turned on May 15<sup>th</sup>.

### **Board reorganization**

Paul McCormack made a motion for James Hunt for Chairman, Stephen McCarthy and Vice-Chairman, Paul McCormack as treasurer. The motion was seconded by Pauline Flynn. Motion passed with a 5-0 vote.

### **Board Rep for CPC**

Pauline Flynn made the motion for Stephen McCarthy to be the board rep for CPC and was seconded by Bertram Walters. Motion passed with a 5-0 vote.

### **FY19 Operating Budget**

Richard Conlon reviewed with the board the FY19 Operating Budget. Stephen McCarthy made the motion to accept the 400 budget as presented and was seconded by James Hunt. The motion passed with a 5-0 vote. Pauline Flynn made the motion to accept the 689-1 budget as seconded Stephen McCarthy. The motion passed with a 5-0 vote. Stephen McCarthy made the motion to accept the 689-2 budget as presented and was seconded by Bertram Walters. The motion passed with a 5-0 vote.

### **Approval of Minutes**

Pauline Flynn made a motion to accept the March minutes as presented and was seconded by Stephen McCarthy. The motion passed with a 5-0. Stephen McCarthy made a motion to accept the January minutes as presented and was seconded by James Hunt. The motion passed with a 5-0 vote.

### **Facility update**

Security Cameras – Cameras have been installed and are up and running.

Merry Ave – Project has been prepared and ready for bid.

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

Gable & Trim replacement – Waiting for spring to begin work. Formula Funding could not be added to this year's budget. We will utilize the \$25,000 out of our Operating reserve. We will assess any remaining work and see how to fund the rest.

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

Merry Ave – Driveway – The driveway is in rough condition due to the plowing this year. The CIP has repaving the whole driveway.

Merry Ave – Bathrooms – They are the original and are showing significant wear. After numerous repairs we have added redoing the full bathroom to the CIP.

Cordwood – Site Lights – There is minimal site lighting and the providers requested additional lighting especially in the driveway. This is now on the new CIP.

Union Street, Lower Bathroom – The lower bathroom is in need of repair. It is on the new CIP plan for 2020 but we will do the necessary repair out of our budget to hold us until 2020.

Lighting fixtures – We are currently involved in an energy grant to replace inefficient lighting fixtures with new LED fixtures. We are waiting for the company to schedule the work.

Washer/Dryer – We currently own the community washers & dryers. Given the recent complications we have had with them, we are looking to source out the laundry machines to CSC Services Works who are the service provider at our other authorities. Right now the tenants are pay \$1 per wash and \$1 per dry if we setup the contract with the service company the cost would increase to \$1.25 per was and dry. The board suggested to table this topic until next meeting so the tenants can be notified and have a chance to voice their concerns.

### **Formula Funding**

Chris explained the formula funding amendment. Stephen McCarthy made a motion to the formula funding amendment and was seconded by Pauline Flynn. The motion passed with a 5-0 vote.

### **Write Off Uncollected Rents**

A motion was made by James Hunt to write off the 400 program uncollected rents in the amount of \$2,273 and was seconded by Stephen McCarthy. The motion passed with a 5-0 vote. The motion was made by Stephen McCarthy to write off the 705 program uncollected rent and was seconded by Bertram Walters. The motion passed with a 5-0 vote.

### **Management Agreement Renewal**

Richard Conlon reviewed the Management Agreement increase that will occur over 2 year. The motion was made by Stephen McCarthy to accept the 5 year Management agreement with Plymouth Housing Authority and was seconded by James Hunt. The motion passed with a 5-0 vote.

### **Warrants/Staff Reports**

Dede presented the warrants and staff reports to the board. James Hunt made a motion to pay the warrants and was seconded by Pauline Flynn. The motion passed with a 5-0 vote.

**Adjournment**

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

A true record

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