

A regular meeting of the Duxbury Housing Authority was held on Wednesday, February 12, 2020 at 5:00 p.m. at the office of the Duxbury Housing Authority located at 59 Chestnut Street, Duxbury MA. The following members were in attendance:

James Hunt
Stephen McCarthy
Paul McCormack
Pauline Flynn

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

Minutes

Stephen McCarthy made a motion to accept the minutes of the October 23, 2019 meeting and was seconded by Paul McCormack. The motion passed 4-0.

Facility Update

- DHA 18-A (FISH #082048)(RCAT) Community Bldg. Generator – We received seven bids with the low bidder being New England Generator Co. in the amount of \$53,000. The engineer has reviewed the low bidder and recommends we proceed with their bid. We would ask the board to award the contract to the low bidder in the amount proposed. Stephen McCarthy made a motion to accept New England Generator Co. low bid in the amount of \$53,000 and was seconded by Pauline Flynn. The motion passed 4-0.
- DHA 18-B (FISH #082049) Phase II of Exterior Trim Replacement –The project is underway and the first three buildings are just about complete. The substantial completion date is March 5th and appear to be still on track. CO #1 reflects the excessive rotted post that needed repair before they can put trim on it. This will address 24 post in the amount of \$3,612. We would ask the board to approve this change order in the amount proposed. We are also looking at CO #2 for the replacement of gable vents. The proposal that has come in exceeds the allotted amount so we are working to determine how to proceed. Stephen McCarthy made a motion to accept change order #1 in the amount of \$3,612 and was seconded by Paul McCormack. The motion passed 4-0.
- DHA 19-C (FISH #082051) Interior Floor Finishes –We have received seven bids for this project as well. The Prebid walkthrough showed lots of interest. The RCAT is the primary PM on the project so they did the reference checks of the low bidder. Flooring Designs Inc. is the low bidder in the amount of \$26,900. After review, the RCAT recommends we proceed with the low bidder in the amount proposed. We ask the board to award the contract to the low bidder. Stephen McCarthy made a motion to accept Flooring Designs Inc. as the low

bidder in the amount of \$26,900 and was seconded by Paul McCormack. The motion passed 4-0.

- DHA 19-A (FISH #082045) Exterior Doors – The project has been developed and is out to bid. The bids are due February 27th and will bring for board approval at the next meeting. We have a Prebid walkthrough on February 19th.
- DHA 19-B (FISH #082043) – Exterior Lighting – We have determined locations for new exterior lighting and waiting on the electrician's availability to review.
- DHA 19-D (FISH #082050), Exterior Door Replacement – We have reviewed the site and have determined that this project is not pressing. Because of the elevated prices for the Generator and Floor projects we are going to have to postpone this to next year.
- Public Comments - Painting Hallways – Received estimates and now trying to determine how to fund these projects.
- Public Comments - Replace Hallway Flooring – getting estimates.
- Maintenance – FISH #082042 – This is special funding that we could use towards any capital needs we saw fit. Our maintenance staff has utilized these funds to complete the replacement of the front porch at 15 Chestnut Street, replaced the fencing at the back of Duxborough Village, replacement of trim on the community building, replace the garage door on the community building and replace the door on the community building.
- Capital Fund Amendment #11 in the amount of \$80,938. Stephen McCarthy made a motion to accept the Capital Fund Amendment #11 and was seconded by Paul McCormack. The motion passed 4-0.

Reimburse Plymouth Housing Authority for Clerical Fee

Richard Conlon discussed the clerical fee amount of \$18,000 that would be paid to Plymouth Housing Authority. Stephen McCarthy made a motion to accept the clerical fee amount of \$18,000 and was seconded by Pauline Flynn.

Management Agreement Amendments

The management agreement fee will increase 10% to \$44,661. Paul McCormack made a motion to accept the management fee increase and was seconded by Stephen McCarthy. The motion passed 4-0.

Budgets 04/01/2020-03/31/2021

Paul McCormack made a motion to accept the 400-1 budget and was seconded by James Hunt. The motion passed 4-0. Paul McCormack made a motion to accept the 689-1 budget and was seconded by James Hunt. The motion passed 4-0. Paul McCormack made a motion to accept the 689-2 budget and was seconded by Stephen McCarthy. The motion passed 4-0.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

Stephen McCarthy made a motion to pay the bills and was seconded by Paul McCormack. The motion passed 4-0.

Public Comments

A tenant asked if the sign could have a brighter light – you cannot see the sign at night. Chris stated that the light is a solar light because we cannot run power out to it and this time of the year it is not strong enough to make a charge. A tenant stated that the STOP sign near entrance is very faded and if that could be replaced. A tenant stated that when it has snowed and they shoveled out a spot, people were taking spots.

Next meeting will be March 11, 2020

Adjournment

Paul McCormack made a motion to adjourn and was seconded by James Hunt. The motion passed with a 4-0 vote.

Document Issued

Minutes October 23, 2019

Facility Update

Management Agreement Amendments

Budgets 04/01/2020 – 03/31/2021

A true record

A handwritten signature in blue ink, appearing to read "Dede Runden", with a long horizontal flourish extending to the right.

