

A regular meeting of the Duxbury Housing Authority was held on Wednesday August 12, 2020 at 10:00 via video conference (due to COVID-19). The following were in attendance:

James Hunt, Chairman  
Paul McCormack, Treasurer  
Pauline Flynn, Commissioner  
Stephen McCarthy Sr., Vice- Chairman  
Bertram Walters, Commissioner

**Also Present:**

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

Video Conference: Meeting ID 8072857447#  
Password 216207#  
Telephone: 1-929-205-6099

**Public Comment**

None

**Approval of Minutes:**

On a motion made by James Hunt and seconded by Stephen McCarthy, the Board voted 5-0 to approve the meeting minutes of June.

**Facilities Update:**

Chris explained that he received documentation from DHCD to proceed with routine maintenance and construction projects. The generator is installed and running. While they were doing the switch over, it was decided that the power company would stay on site to ensure everything worked correctly. The change order was for a 4-hour minimum in the amount of \$484.00 for the power company to stay on site. On a motion made by Stephen McCarthy and seconded by James Hunt, the Board voted 5-0 to approve the change order. The certificate for substantial completion was dated for July 7<sup>th</sup>. On a motion made by James Hunt and seconded by Bert Walters, the Board voted 5-0 to approve the certificate of substantial completion. The engineer came out and did a walkthrough, the punch list was very small and everything was completed. On a motion made by James Hunt and seconded by Pauline Flynn, the Board voted 5-0 to approve the certificate of final completion and release the retainage of \$5,827.59.

Cordwood Path will continue with exterior doors but wait until further notice for the floor replacements. Chestnut side exterior doors and porches will be moving forward also.

**Old Business/New Business:**

Dede stated that Chris Plourde has been promoted to Assistant Executive Director. The board congratulated him.

**Warrant:**

Paul asks again about the large cost for Banner Environmental and questions where the money is coming from. Dede stated that eventually we will get money from DHCD and NEMA.

On a motion made by James Hunt and seconded by Stephen McCarthy, the Board voted 5-0 to approve the warrant for June and July.

Adjournment:

On a motion made by James Hunt and seconded by Stephen McCarthy, the Board voted to end the meeting. The meeting adjourned at 10:20am

A true record

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