

A regular meeting of the Duxbury Housing Authority was held on Wednesday May 11, 2022 at 10:00. The following were in attendance:

James Hunt, Chairman
Bertram Walters, Commissioner
Pauline Flynn, Vice-Chairman
Brianna Lang

Also Present:

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

Absent:

Maxene Benevides, Treasurer/Tenant Board Member

Public was given the option to call in Via Zoom Video Conference: Meeting ID 8072857447#
Password 216207# Telephone: 1-929-205-6099

Public Comment

Several of the tenants came to express concerns about the upkeep of the property.

Approval of Minutes:

On a motion made by Pauline Flynn and seconded Bert Walters, the board voted 3-0 to approve the April Minutes.

Year End Reports – Top 5, Accounts Receivable, Financials & Lead Compliance

Dede reviewed the Year End Reports with members and upon a motion made by Pauline Flynn and seconded by Bertram Walters the members voted 4-0 to approve the Year End Reports.

Write Off Uncollectables:

Dede explained that someone vacated last year and did not pay the last two months rent. On a motion made by Pauline Flynn and seconded By Jim Hunt, the board voted 4-0 to write off the uncollectables in the amount of \$916.00

T&K Asphalt Service Proposal:

Chris reported that T&K came out to give an estimate for paving and curbing. The estimate came back at \$86,950.00. There is no capital project for this. Because DHA only receives \$50k/year in capital improvements this would take a year and a half to fund.

Facilities Update:

Chris explained that he walked around with ABCD, a company that does grant funding. He is hoping to put together a project with them to get all the heat and hot water systems replaced through grant funding. The Merry Ave project needs approval of substantial completion as well as a change order for the entrance flooring. On a motion made by Jim Hunt and seconded By Pauline Flynn, the board voted 4-0 to approve the certificate of substantial completion and change order in the amount of \$2,346.75.

Cordwood Path exteriors door have been replaced and made ADA accessible. The paperwork to close out that project will be brought to the next meeting. Plumbing fixtures

will be a project coming up at Merry Ave and the second group home. Also at Merry Ave he is looking into replacing the fire alarm system.

Election of Officers:

On a motion made by Pauline Flynn and seconded Jim Hunt, the board voted 4-0 to keep the same positions for each board member.

Old Business/New Business:

Dede brought up the auto check sign. On a motion made by Jim Hunt and seconded by Pauline Flynn, the board voted 4-0 to approve the auto check signing.

Warrant:

On a motion made by Jim Hunt and seconded by Pauline Flynn, the board voted 4-0 to pay the bills for April.

Staff Reports:

Dede went over the waiting list numbers and rent collected for April. She explained the year end certifications. On a motion made by Pauline Flynn and seconded Bert Walters, the board voted 4-0 to approve the year end certifications.

Next Meeting Date:

June 15th @10am

Adjournment:

On a motion made by Jim Hunt and seconded by Pauline Flynn, the Board voted 4-0 to end the meeting. The meeting adjourned at 11:05am

A true record
