

A regular meeting of the Duxbury Housing Authority was held on Wednesday March 22, 2023 at 10:00am. The following were in attendance:

Pauline Flynn, Vice-Chair
Maxene Benevides, Treasurer/Tenant Board Member
Bri Leing, Chair
Bertram Walters, Commissioner

Also Present:

Dede Riendeau, Executive Director
Chris Plourde, Assistant Executive Director
Greg McGowan, Facilities & Modernization Manager
Rich Conlon, CPA

Absent:

None

Public Comment

None

Minutes:

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the regular meeting minutes of November.

Facilities Update:

Greg updated the board on existing and upcoming projects.

The Fire Alarm system work at Merry Ave has been complete. On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the Certificate of Substantial Completion.

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the Certificate of Final Completion.

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the Final Req. 1.

RCAT has started the process of procuring a roofing contractor for the roof replacement at Union Street. Greg requests the board's preapproval of the lowest qualified bidder and to approve the CSC, CFC and Final Req. On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve as requested.

RCAT has started the process of procuring a flooring contractor at Chestnut Street. Greg requests the board's preapproval to the lowest qualified bidder. On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve as requested.

RCAT has started the process of designing a replacement layout to the front walkway/ramp at Cordwood to bring it back up to ADA code. Greg asks the board for preapproval of the lowest qualified bidder. On a motion made by Pauline Flynn and seconded by Max Benevides, the board voted 4-0 to approve the request.

Operating Budget FY2024:

Rich Conlon explained the budget for FY24.

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the 400-1 budget.

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the 689-1 budget.

On a motion made by Pauline Flynn and seconded by Bert Walters, the Board voted 4-0 to approve the 689-2 budget.

Management Agreement:

The board discussed the management contract. On a motion made by Pauline Flynn and seconded by Bert Walters, the board voted 4-0 to extend the management contract for another for another 4 years effective April 1, 2023.

Old Business/New Business:

None.

Warrant:

On a motion made by Pauline Flynn and seconded by Max Benevides, the Board voted 4-0 to pay the bills for November, December, January and February.

Adjournment:

On a motion made by Pauline Flynn and seconded by Max Benevides, the Board voted 4-0 to end the meeting. The meeting adjourned at 11:00am

A true record
