

A regular meeting of the Duxbury Housing Authority was held on Wednesday May 16, 2018 at 5:00 p.m. at the Duxbury Housing Authority on 59 Chestnut St. Duxbury, MA. The following were in attendance:

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

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

### **Public Comment**

Tenants like the new LED lights.

### **Approval of Minutes**

Stephen McCarthy made a motion to accept the minutes from April and was seconded by Paul McCormack. The motion passed with a 5-0 vote.

### **Warrants/Staff Reports**

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

### **Year End Reports**

Dede reviewed the year end reports with the board. Bertram Walters made a motion to accept the year end reports and was seconded by Stephen McCormack. Motion passed with a 5-0 vote.

### **Facility update**

- Trash - The trash removal contract was put out to bid for a one year contract with an option for two year extension. We only received one bid for \$4,080 with a 0% increase for the second and 3% increase for the third year from the company that has the contract now. Stephen McCarthy made the motion to award the low bid of \$4,080 to the current company and was seconded by Pauline Flynn. The motion passed with a 5-0 vote
- Entrance Sign – We have obtained a permit to install a new lite development sign. The sign is on order and will be installed once it arrives.
- Gable & Trim Replacement – The plans and specs are being finalized and will be advertised on May 23<sup>rd</sup> with bids due on June 7<sup>th</sup>.
- New CIP now includes adding a generator to the community building. Plans will be developed starting this spring.
- Merry Ave – We received two bids. The low bid for \$6,796 was from Kingston Sheet Metal who did the other side this past winter. Pauline Flynn made a motion to award the low bid of \$6,796 to Kingston Sheet Metal and was seconded by Bertram Walters. Motion passed with a 5-0 vote.
- Merry Ave – The driveway is in rough condition and has been made a mess by plows. The new CIP has the repaving of the whole driveway.

- Merry Ave – The bathrooms are original to the building and are showing significant wear. After numerous repairs we have added the full rehab of the bathrooms to the new CIP.
- Cordwood – There is minimal site lighting and the providers requested additional lighting especially in the driveway. This is now on the new CIP plan.
- 748 Union St. – the lower bathroom is in need of some work. It is on the new CIP plan for 2020 but we will do the necessary repairs out of budget to hold until 2020.
- Grant – We are currently involved in an energy grant to replace inefficient lighting fixtures with new LED fixtures. They have started to switch over all the light fixtures and should be completed with everything by the end of next week.
- We currently own the community washer and 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. Paul McCormack made a motion to approve the 7 year contract and was seconded by Stephen McCarthy. Motion passed with a 5-0 vote.

### **Adjournment**

Next meeting will be June 13. Paul McCormack made a motion to adjourn and was seconded by Pauline Flynn. Motion passed with a 5-0 vote.

A true record

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