

A regular meeting of the Duxbury Housing Authority was held on Wednesday May 20, 2020 at 10:00 via video conference (due to COVID-19). The following were in attendance:

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

**Also Present:**

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

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

**Public Comment**

None

**Approval of Minutes:**

On a motion made by Stephen McCarthy and seconded by Pauline Flynn, the board voted 5-0 to approve the February meeting minutes.

**Year End Reports FYE 2020:**

Dede Riendeau explained that the 400-program had surplus at the yearend of \$15,503. The 689-1 program had a loss of \$5,109 due to the amount of work that has been done. The 689-2 program has a loss of \$256. Paul McCormack asked is there has been a rent increase for these programs. Dede answered that there was some negotiations and the lease comes up on July 1<sup>st</sup>. On a motion made by Stephen McCarthy and seconded by Pauline Flynn, the board voted 5-0 to approve the 2020 Year End Reports.

**Certification of Top 5 Compensation, Tenants Account Receivables and Lead Paint Compliance:**

The administrative salary was \$11,320 and the maintenance mechanic salary was \$48,043. This certification has to be submitted to DHCD.

Dede explained that the Lead paint compliance has to be certified every year to DHCD that DHA is in compliance with the lead laws. \$22,450 were charged in rents and \$21,951 were collected for the fiscal year at Duxborough Village. On a motion made by Bertram Walters and seconded by Stephen McCarthy the board voted 5-0 to approve the top 5 Certification and the Lead Paint Certification.

**Facilities Update:**

Chris explained that proposals were put out for disinfecting all the common areas. 2 prices came back with the lowest bidder being Banner at \$2,200 a week. Some relief will be given through NEMA and hopefully DHCD will allow some capital funds to be used. On a motion made by Stephen McCarthy and seconded by Bertram Walters the board voted 5-0 to approve the contract for disinfecting.

We are still able to proceed with the generator project. They were on site last week prepping the outside work. A change order of \$856 for a disconnect switch needs to be

voted on. On a motion made by Stephen McCarthy and seconded by Bertram Walters, the board voted 5-0 to approve the change order.

We were also able to continue with trim work. They finished everything and the punch list has been picked up. On a motion made by Bertram Walters and seconded by Stephen McCarthy, the board voted 5-0 to approve change order #2 for the vents in the amount of \$15,465.98.

Change order #3 was due to the length of the project being extended by 22 days. On a motion made by James Hunt and seconded by Steve McCarthy, the board voted 5-0 to approve change order #3.

On a motion made by James Hunt and seconded by Pauline Flynn, the board voted 5-0 to approve the Certificate of Substantial completion for April 10<sup>th</sup>.

On a motion made by James Hunt and seconded by Bertram Walters, the board voted 5-0 to approve the Certificate of final completion and release the final payment of \$8,198.90.

The flooring at Merry Ave. was awarded right before COVID-19 but the contractors were allowed to backout given the circumstances. The contractor agreed to hold the contract for up to a year.

Another project at Merry Ave. were the exterior doors. The lowest bidder was Nationwide. On a motion made by James Hunt and seconded by Bertram Walters, the board voted 5-0 to approve the bid from Nationwide in the amount of \$26,800.

Old Business/New Business:

None

Warrant:

On a motion made by Bertram Walters and seconded by Stephen McCarthy, the board voted 5-0 to approve the warrant for February.

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

On a motion made by James Hunt and seconded by Bertram Walters, the board voted 5-0 to approve the warrant for April.

Adjournment:

On a motion made by Stephen McCarthy and seconded by Bertram Walters, the board voted to end the meeting. The meeting adjourned at 10:33am

A true record

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