

A regular meeting of the Duxbury Housing Authority was held on Wednesday September 27, 2023 at 10:00am. The following were in attendance:

Maxene Benevides, Tenant Board Member
Bri Leing, Chair
Shari Shane, Commissioner

Also Present:

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

Absent:

Pauline Flynn, Vice-Chair
Bertram Walters, Treasurer

Public Comment

None

Minutes:

On a motion made by Shari Shane and seconded by Max Benevides, the board voted to 3-0 to approve the regular meeting minutes of May.

On a motion made by Shari Shane and seconded by Max Benevides, the board voted to 3-0 to approve the regular meeting minutes of June.

Facilities Update:

Certificate of Final Completion Walkway Replacement 689

Discussion on bidding process was had with the board. Chris Plourde answered all the board questions. On a motion made by Shari Shane and seconded by Max Benevides, the board voted 3-0 to award the Certificate of Final Completion to DeMello Construction in the amount of \$1,440.

On a motion made by Max Benevides and seconded by Shari Shane, the board voted to pay the contractor \$1,140.

Allow Modernization Dept. to award the furnace/boiler Maintenance Contract to lowest bidder

Greg explained the annual boiler maintenance contract and asked the board to allow the Mod Dept. to award the contract to the lowest reasonable bidder. On a motion made by Shari Shane and seconded by Max Benevides, the board voted to 3-0 to allow Mod to award the contract.

Old Business/New Business:

Management Agreement. Dede explained that the agreement was already approved. however, she now has to disclose what part of the contract price goes towards her salary. Contract is a total of \$63,192 with the ED salary being \$11,685. On a motion made by Bri Leing and seconded by Max Benevides, the board voted to 3-0 to acknowledge the salary.

Warrant:

On a motion made by Max Benevides and seconded by Shari Shane, the Board voted 3-0 to pay the bills for June.

On a motion made by Shari Shane and seconded by Max Benevides, the Board voted 3-0 to pay the bills for July.

On a motion made by Max Benevides and seconded by Shari Shane, the Board voted 3-0 to pay the bills for August.

Adjournment:

On a motion made by Max Benevides and seconded by Shari Shane, the Board voted 3-0 to end the meeting. The meeting adjourned at 11am.

A true record
