

A regular meeting of the Plymouth Housing Authority was held on Monday October 19, 2015 at the Southfield Development located at 105 South Street, Plymouth, MA. The following were in attendance:

Melvin Cotti  
Douglass Gray  
David Ward  
Jeffrey Metcalfe  
Nicole Long

Dede Riendeau  
Paul Blanchard

Public Comment:

Jeannette Dube-Pomer, Dorothy Bishop and Russell Shirley:

Residents asked to be updated on the status of the air conditioners at Southfield. Residents were informed that the PHA would be going out to bid for the installation air conditioning sleeves in the remaining apartments and for the installation of air condition and replacement windows in the community room.

Residents requested that the bulletin boards be replace and one specifically for PHA notices, residents also asked if a new folding table could be purchased for the laundry room.

The PHA was informed that the drying room door is very difficult to open.

Members were asked if there were any changes, corrections or omissions to the August 2015 minutes. There being none David Ward made a motion seconded by Douglass Gray to approve the minutes as prepared. The motion passed on a 5-0 vote.

The Director reviewed the Section 8 Administrative Plan procedure for the waiting list as prepared by Mass NAHRO. The procedure explains in detail acceptance, processing, purging and removal from the Waiting List. After discussion, Douglass Gray made a motion seconded by Nicole Long to approve the Amendment as prepared by Mass NAHRO. The motion passed on a 5-0 vote.

### **2016 Annual and Five Year Plan 59C**

The Executive Director and Facilities Manager reviewed the following work items with the members:

Northfield; re-staining exterior siding and installation of security cameras. High Cliff; replace sliders in handicap units, security cameras, upgrade kitchens, hallway carpet replacement and water heater replacement. Upon a motion made by David

Ward seconded by Jeffrey Metcalfe the members voted 5-0 to approve the plan as presented.

**Budget Revisions 2015**

The Executive Director reviewed the 400-1 2015 Budget Revision with members. The following line items changed:

Account	Description
3110	Rental income increased
3190	Non-Dwelling rent increase for Allerton Street
3801	Subsidy increased for DHCD snow removal \$2,415.00
4110	Executive Director salary – Kingston share \$8,160.00 Mod Coord./Facilities Manager increase hours to be funded by open position Assist Executive \$6,135.00 Section 8 Program Coordinator, Mary Sotirkys, hire full-time \$27,300.00
4130	Legal costs increased on all budgets
4190	Administrative costs decreased to fund legal costs
4430	Contract Costs increased for funding from DHCD
\$2,415.00	
4610	Extra Ordinary Maintenance add DHCD snow funding and security cameras
7540	Betterments add roof replacement \$98,677.00

Upon a motion made by Jeffrey Metcalfe seconded by David Ward the members voted 5-0 to approve the 400-1 2015 Budget Revision.

The Executive Director reviewed the 59C 2015 Budget Revision with members.

4110	Executive Director salary – Kingston share \$8,160.00 Mod Coord./Facilities Manager increase hours to be funded by open position Assist Executive Section 8 Program Coordinator, Mary Sotirkys, hire full-time \$27,300.00
4130	Legal costs increased on all budgets

Upon a motion made by Nicole Long seconded by David ward the members voted 5-0 to approve the 59C 2015 Budget Revision.

Executive Director reviewed the Section 8 2015 Budget Revision with members

- 4110 Executive Director salary – Kingston share \$8,160.00  
 Mod Coord./Facilities Manager increase hours to be  
 funded by open position Assist Executive  
 Section 8 Program Coordinator, Mary Sotirkys, hire full-  
 time \$27,300.00
- 4130 Legal costs increased on all budgets

Upon a motion made by David Ward seconded by Jeffrey Metcalfe the members voted 5-0 to approve the 2015 Section 8 Budget Revision.

The Executive Director reviewed the Affordable Housing and Management Program 2015 Budget Revision.

- 3190 Office Rent received \$32,880
- 4110 Executive Director salary – Kingston share \$8,160.00  
 Mod Coord./Facilities Manager increase hours to be  
 funded by open position Assist Executive  
 Section 8 Program Coordinator, Mary Sotirkys, hire full-  
 time \$27,300.00
- 4130 Legal costs increased on all budgets

Upon a motion made by Jeffrey Metcalfe seconded by Douglass Gray the members voted 5-0 to approve the 2015 Affordable Housing and Management Program Budget.

### **Tenant Services Account**

Members were reminded that the “Tenant Services Account” is funded by the PHA Affordable Housing and Management Program Budget. The PHA charges the YMCA camperships, tenant activities, printing of Chatter Box, holiday functions and other items that cannot be charged into the PHA. The Director requested the members replenish the account \$5,000.00. Upon a motion made by Nicole Long seconded by David Ward the members voted 3-0 to approve. Melvin Cotti and Douglass Gray abstaining.

Members were presented the September 2015 tabulation of bills payable. Upon a motion made by Jeffrey Metcalfe seconded by Douglass Gray the members voted 5-0 to approve the bills as presented.

Paul Blanchard reviewed his report for the period September 1 – 30, 2015 with members.

Mr. Blanchard reviewed with the members the results of the bids for Section 8 Housing Inspection Services. Richard Brown was the lowest qualified bidder and has been the PHA Housing Inspector for several years. Upon a motion made by Jeffrey Metcalfe seconded by Douglass Gray the members voted 5-0 to award the contract to Mr. Brown.

Upon a motion made by David Ward seconded by Jeffrey Metcalfe the members voted 5-0 to adjourn the meeting.

A true record:



Sede Rendean

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