

A regular meeting of the Plymouth Housing Authority was held on November 9, 2015 at 9:30 a.m. at the office of the Authority located at 130 Court Street, Plymouth, MA 02360. The following were in attendance:

Melvin Cotti  
Douglass Gray  
David Ward  
Nicole Long

Absent: Jeffrey Metcalfe

Chris Plourde  
Todd Lawson  
Richard Conlon  
Dede Riendeau

Members were asked if there were any changes, corrections or omissions to the September 14, 2015 minutes. There being none Nicole Long made a motion seconded by David Ward to approve the minutes as presented. The motion passed on a 4-0 vote.

The Director informed the members that the PHA is required to submit a Certificate of Lead Paint Compliance to the Department of Housing and Community Development on an annual basis. Upon a motion made by Douglass Gray seconded by Nicole Long the members voted 4-0 to sign and submit the certification to DHCD.

Members agreed to hold 2 of the monthly board meetings as following:  
Monday, May 9, 2016 at Northfield, 84 Nick's Rock Road, Plymouth at 9:30 a.m.  
Monday, July 11, 2016 at High Cliff, 23 Prince Street, Plymouth at 9:30 a.m.

Nicole Long made a motion seconded by David Ward to close the office early on December 24, 2015 and December 31, 2015 for the holidays. The motion passed on a 4-0 vote.

Mr. Conlon reviewed with the members the Executive Director Salary Calculation Sheet for fiscal year 1/1/16-12/31/16. After discussion Douglass Gray made a motion seconded by Nicole Long to approve the calculation as presented. The motion passed on a 4-0 vote.

Members were provided copies of the 2016 budget and were reviewed by Richard Conlon.

Upon a motion made by Douglass Gray seconded by David Ward the members voted 4-0 to approve the Fiscal Year 2016 MA59C Budget as presented.

Upon a motion made by David Ward seconded by Nicole Long the members voted 4-0 to approve the Fiscal Year 2016 Section 8 Budget as presented.

Upon a motion made by Nicole Long seconded by Douglass Gray the members voted 4-0 to approve the Fiscal Year 2016 400C Budget as presented.

Upon a motion made by Douglass Gray seconded by David Ward the members voted 4-0 to approve the Fiscal year 2016 689 Budget as presented.

Upon a motion made by David Ward seconded by Nicole Long the members voted 4-0 to approve the Fiscal Year 2016 Affordable Housing Budget as presented.

Upon a motion made by Nicole Long seconded by Douglass Gray the members voted 4-0 to approve the Fiscal Year 2016 Management Program Budget as presented.

Chris Plourde reviewed the bid results for the 705-1 smoke and CO detectors and installation of bathroom exhaust fans. Upon a motion made by David Ward seconded by Douglass Gray the members voted 4-0 to award the contract to Control New England in the amount of \$7,200.00.

Chris Plourde reviewed the bid results for the power washing, repainting trim, doors and windows, re-staining exterior at Northfield. Upon a motion made by Douglass Gary seconded by Nicole Long the members voted 4-0 to award the contract to H.H. Restoration in the amount of \$9,500.00.

Mr. Plourde reviewed the bid results for the Standish Court/Olmstead Terrace kitchen cabinets & countertops replacement/installation at unit turnover. Upon a motion by Douglass Gray seconded by Nicole Long the members voted 4-0 to award the contract to Bell Contracting in the amount of \$9,430.00 @.

Mr. Plourde explained to the members that a bid in the amount of \$6,751.02@ for the kitchen counter tops and cabinets at Standish Court/Olmstead Terrace from HD Supply. The cost does not include installation. Upon a motion made by David Ward seconded by Douglass Gray the members voted 4-0 to purchase the cabinets and countertops from HD Supply when the PHA maintenance schedule permits adequate time for installation.

Todd Lawson discussed the following with members:

Maintenance OSH and Lead Paint Training

**Castle Court**; detector batteries changed, bulb replacement with LED bulbs provided by the State, removal of window air conditioners.

**Southfield**; removal of window air conditioners, cleaning of unit heaters, detector batteries changed.

**Cherry Hill**; bulb replacement with LED bulbs provided by the State, hallway carpet cleaning.

**High Cliff;** cable and wire installation for security cameras.

**Northfield;** cable and wire installation for security cameras cleaning of heating units.

**705-1;** furnaces serviced, tree trimming, gutter cleaning and exterior downspout repair.

**200-1;** furnaces services, detector batteries replaced, exhaust fans installed in bathrooms.

**CH II;** change filters in heaters detector batteries replaced.

Members were presented a tabulation of bills for the month of October 2015. Upon a motion made by David Ward seconded by Douglass Gary the members voted 4-0 to approve the bills for payment.

At 11:10 a.m. Douglass Gray made a motion seconded by Nicole Long to adjourn the meeting. The motion passed on a 4-0 vote.

A true record,



Sede Rendeau

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