

A regular meeting of the Plymouth Housing Authority was held on Friday, February 12, 2016 at 10:30 a.m. at the office of the authority located at 130 Court Street, Plymouth. The following were in attendance:

Melvin Cotti
Douglass Gray
David Ward

Dede Riendeau
Chris Plourde

Members were asked if there were any changes, corrections or omissions to the November 2015 minutes. There being none, Douglass Gray made a motion seconded by David Ward to approve the minutes as presented. The motion passed on a 3-0 vote.

Members were asked if there were any changes, corrections or omissions to the January 2016 minutes. There being none, David Ward made a motion seconded by Douglass Gray to approve the minutes as presented. The motion passed on a 3-0 vote.

Members were informed that the Fiscal Year 2016 Operating Budgets for the 400-1 and 689 programs needed to be re-voted to include the Legal Pilot Program. Upon a motion made by David Ward seconded by Douglass Gray the members voted 3-0 approving the 400-1 and 689 Fiscal Year 2016 Budgets including the salary and other expenses for Patricia Grace.

Members agreed to table the discussion on the Executive Directors Contract until a full board is present.

The Director discussed with the members the Department of Housing and Community Development's Regional Capital Assistance Tram Program (RCAT). The program will provide assistance to smaller housing authorities in executing the capital and maintenance plans and projects. All housing authorities with 500 or fewer state-aided units are required to participate unless the housing authority is granted a waiver from the Department. David Ward made a motion seconded by Douglass Gray requested the PHA submit a request for a waiver to opt-out of the RCAT program. The motion passed on a 3-0 vote.

Chris Plourde reviewed with members the proposal tabulation for the VCT floor replacements at 32 South Pond Road. Mr. Plourde indicated that Shiretown Glass was the only company to respond to the RFP. Upon a motion made by Douglass Gray seconded by David Ward the members voted 3-0 to award the contract to Shiretown Glass in the amount of \$3,750.00.

Chris Plourde informed the members that he expected the bid packages for the installation of air conditioning sleeves at Southfield would be complete within the next few weeks. After discussion with members David Ward made a motion seconded by Douglass Gray to proceed with the bid process and place the advertisement for the a/c sleeves. The motion passed on a 3-0 vote.

Members were presented the tabulation of bills for the month of January 2016. Upon a motion made by David Ward seconded by Douglass Gray the members voted 3-0 to approve the bills as presented.

Members discussed a letter that was received by the PHA regarding Smoke-Free Housing in the PHA developments. The letter was from a resident at the Northfield Development who expressed her concern with second hand smoking. After discussion, Douglass Gray made a motion seconded by David Ward to establish a Smoke Free Policy to become effective January 1, 2017. The motion passed on a 3-0 vote.

The Director informed the members that the "Smoke Free Policy" will remain on the monthly agenda until a policy has been finalized.

A true record


