

A regular meeting of the Plymouth Housing Authority was held on Monday August 10, 2020 at 9:30am via video conference (due to COVID-19). The following were in attendance:

Nicole Long, Chairman
Russ Shirley, Vice-Chairman
Mary Ann Veiga, Commissioner
Lisa Reilly, Commissioner

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

MEETING LOCATION: Via Zoom 1-929-205-6099 ID followed by a # - 8072857447 password followed by # - 216207

Old Business/New Business
Warrant

Approval of Minutes:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the regular meeting minutes of July 2020.

Oak Street Update – Purchase and Sales

Russ Shirley asked to check in with the town Attorney and if completed, have our Board review it by email so it can be signed and submit the signed copy to the selectman. A plot plan needs to be done for submittal to the Board of Appeals. CPC has agreed to fund the engineer.

Revision - HCV Administration Plan

Dede stated this was for the Section 8 Administration plan. There are no policy changes, only grammatical changes. On a motion made by Russ Shirley and seconded by Lisa Reilly, the board voted 4-0 to approve the HVC Admin Plan.

Revision – Personnel Policy, Recruitment

Dede stated that our policy suggests advertising with local media and a minority newspaper. She stated that the job posting for the Assistant E.D. was posted in the local paper for \$600 and not one candidate saw it. Russ Shirley stated that while he does like the idea of posting in the local paper, its not cost effective to continue posting future ads if the candidates are coming from other sources. On a motion made by Lisa Reilly and seconded by Russ Shirley, the board voted 4-0 to change the policy to remove the local newspaper as a recruitment source.

Update Facilities and Modernization:

Chris explained that DHCD is allowing us to enter units for maintenance and construction purposes. This allows us to continue with the Cherry Hill window replacement. Extra safety measures will be put into place and social distancing will be adhered to. He is waiting on one more door for the federal site project. There is still a hold up from the manufacturer. The elevator project at High Cliff is continuing forward. The code has changed since the initial proposal which may require additional specs that could change the price. That will be addressed when he receives the information. The survey plan is in and it does show encroachment. He did talk to Jonathan Driscoll and a letter will be sent to the neighbor. It was also discovered that there are other neighbors encroaching as well. The same letter will be drafted and sent to all necessary neighbors.

Old Business/New Business:

Dede reported that Chris Plourde has been hired as the Assistant Executive Director. She reviewed all the applicants and Chris was the best fit. She also felt it was best to promote from within. On a motion made by Russ Shirley and seconded by Lisa Reilly, the Board voted 4-0 to approve Chris Plourde as the new Asst. E.D.

Dede mentioned that Chris's job is now open and will need to be advertised. On a motion made by Lisa Reilly and seconded by Russ Shirley, the Board voted 4-0 to advertise for the open position.

01487

Warrant:

Russ Shirley asks if the appliance purchases have been put out to bid to ensure we are receiving the best price. Dede explained that they could not find fridges at any other store including Lowes so in this case it was not put out to bid.

On a motion made by Russ Shirley and seconded by Mary Ann Veiga, the Board voted 4-0 to pay the bills.

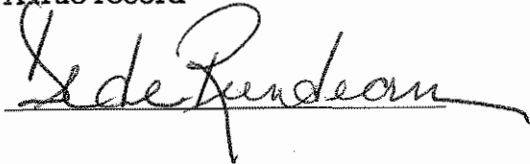
Next Meeting Date:
September 14, 2020

Adjournment:

On a motion made by Russ Shirley and seconded by Lisa Reilly, the Board voted 4-0 to end the meeting. The regular meeting adjourned at 9:55 am.

Public Comment:
None

A true record



Dede Rendeau