

**Plymouth Public Housing Authority**

**30 Gosinski Park, Community Room**

**Terryville, CT. 06786**

**1/30/2016, Special Meeting, 10 AM., Minutes.**

*F. J. [unclear]*  
*(1/30)* ~~Draft~~ **Minutes**

1. The meeting was called to order at 10 am by the Chairperson. Roll Call: Attending Vinnie Klimas, Chairperson; Harold Sturgeon, Vice-Chairperson; Heidi Caron, member; Michael Drozdick, Treasurer = quorum. Beth Reese was absent. Also attending was John Pajeski, Town Council Liaison; Taylor Rapalea, Waterbury Republican-American Reporter and Jim Shanon Photographer.
2. Pledge of Allegiance.
3. Public comments = none.
4. Everyone toured the vacant units 9, 12, and 16. Unit 52 our keys key could not open and was viewed through the windows. Discussion of the various renovation needs occurred during the tour by everyone. The US. Dept. of Housing and Urban Development , Office of Public and Indian Housing, "Inspection Checklist" was used as a guideline to engage discussions. While each unit had varying degree of needed renovations the following renovation items were discussed for each unit:
  - Exterior and interior doors and ADA handles.
  - Flooring.
  - Living room and bedroom.
  - Kitchen cabinets, counter tops, and related.
  - Appliances: refrigerator, stove, water heater and related.
  - Bathroom toilet, tubs, sinks, fans and related.
  - Paintings all walls and ceiling and repairing damaged walls.
  - Heat pumps.
  - Plumbing, electrical, and related.
  - Dumpster costs to be paid by PPHA.

- Administrative items covering Surety Bonding and 10% retainage under all final punch-list items are completed, Building Inspector comments and Town Permit, Police Background Checks, Office of Inspector debarred lists, renovation completion time schedules, etc. that needed to be included in the RFP.
  - Walk around the entire grounds by all.
5. After the Tour everyone returned to the Community Meeting Room and discussed the four Units. Everyone agreed the units needed renovations. There was discussion regarding problems with the past Request Proposals [RFP] and the 5 responses we received from contractors.
  6. It was voted upon and unanimously voted by the PPHA members that because of the gaps in the past RFP Bid processed that it should be scrapped and a new RFP with greater details covering the issues discussed be quickly implemented. The Motion to do so was made by VKlimas, seconded by Heidi Caron, the voted was unanimous in favor to do so by all four PPHA members attending the meeting. Everyone also expressed a concern to implement this due to the negative loss of projected revenue for with the vacant units. The Chairman having experience in RFP and renovation projects promised he would have a revised and updated RFP covering the topics discussed. Topics would include greater detailed required renovation specifications, completion timeframes for all projects; with an Alternate Bid of 2 plus 2 projects, administrative requirements, etc. that have been discussed to be drafted for the upcoming Thursday Special meeting.
  7. The meeting was adjourned at approximately 12 noon.

Respectfully Submitted,



Vincent Klimas, Chairperson