

**MINUTES
OF THE REGULAR MEETING
OF THE ROWLEY HOUSING AUTHORITY
Friday, February 9, 2018
Plantation Drive**

PRESIDING: Joseph Perry, Chairperson

RECORDING SEC'Y: Cindy Dunn

COMMISSIONERS PRESENT

Joseph Perry
Kathy Olmsted
Jack Cook

ABSENT:

Mary Ellen MacDonald
Robert Cianfrocca

The meeting was called to order at 9:05 am by Joseph Perry, Chairperson.

The Board reviewed the Minutes of the December 1, 2017 Regular Meeting and January 5, 2018. Since there was not a sufficient number of board members present who were at the December and January meetings, approval was tabled until the March meeting.

The Board reviewed the summary of the bills paid for January 2018.

Upon motion duly made by Kathy Olmsted, and seconded by Jack Cook, it was unanimously; **VOTED: To approve the January bills in the amount of \$29,305.67.**

Cindy advised the board that DHCD recommends that the one bid the RHA received on the kitchen project be rejected. The bid was too high.

Upon motion duly made by Kathy Olmsted, and seconded by Jack Cook, it was unanimously; **VOTED: To reject the bid submitted by Classic Construction for the Plantation Kitchen Project.**

The project will be modified and re-bid sometime in March.

Cindy advised the board that the capitalization threshold should be increased from \$2,500 to \$5,000, thus requiring a modification to the policy.

Upon motion duly made by Jack Cook, and seconded by Kathy Olmsted, it was unanimously; **VOTED: To increase the capitalization threshold to \$5,000.**

There being no further business, and upon motion duly made by Jack Cook, and seconded by Kathy Olmsted, it was unanimously; **VOTED: To adjourn.**

The meeting adjourned at 9:35 am.

Cynthia Dunn, Recording Secretary