

# **Minutes of the Regular Meeting of the Plainville Housing Authority held at 140 East Bacon Street on Thursday, February 17, 2022, at 4:30 PM**

The Members of the Plainville Housing Authority met in Regular Session remotely and at 140 East Bacon Street, Plainville, MA 02762 at 4:30 PM.

The Meeting was called to order at 4:42 PM by Chairperson, Susan Rogers and upon roll call, those present and absent were as follows:

**Present:**

**Susan Rogers**

**Dana Cooper**

**Greg Wehmeyer**

**Absent:**

**Robert Wilkinson**

**Carol Y. Mallory**

Also present was Andrea J. McDougall, Chief Administrative Officer and Dan Robillard, Fee Accountant.

A copy of the Notice of Meeting, pursuant to Section 23A of Chapter 39 of the General Laws, with the Certificate as to Service of Notice of Meeting attached thereto was read and ordered spread upon the Minutes of the Meeting and filed for record.

## **NOTICE OF MEETING**

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Meeting of the Plainville Housing Authority will be held remotely at 4:30 PM on February 17, 2022, remotely and at 140 East Bacon Street, Plainville, MA 02762.

### **CERTIFICATE AS TO NOTICE OF MEETING**

**(Section 23A, Chapter 39, General Laws)**

I, the undersigned, the duly appointed qualified Chief Administrative Officer of the Plainville Housing Authority do hereby certify that on February 10, 2022, I caused to be filed, in the manner provided by Section 23A, Chapter 39, General Laws, with the Clerk of the Town of Plainville, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

IN TESTIMONY HEREOF, I have set my hand this 22<sup>nd</sup> day of January 2022.

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Andrea J. McDougall, Chief Administrative Officer & Acting Secretary

The Chairman opened the meeting by greeting the Fee Accountant, Dan Robillard, and offered to begin the meeting with agenda item #7 so as not to waste Mr. Robillard's time.

**The Chairperson referred to Agenda Item #7, Approval of the Fiscal Year End 2022 Budget Presented by the Fee Accountant, Dan Robillard.**

Mr. Robillard began the presentation by saying that the state had given us a 4% increase over last year. He highlighted several line items explaining the reasons for any increase or decrease from last year.

Mr. Cooper moved that the proposed Operating Budget for State-Aided Housing of the Plainville Housing Authority (Chapter 667), Program Number 667-1 for fiscal year ending 12/31/2021 showing total revenue of \$ 243,280 (Acct. No. 3000) and Total Expenses of \$ 235,480 (Acct. No. 4000) thereby requesting a subsidy of \$ 25,525 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$0 for fiscal year ending **12/31/2021** be submitted to the Department of Housing and Community Development for its review and approval. Mr. Wehmeyer Seconded the motion.

Upon rollcall, the Motion Passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #4 Fee Accountant's Fiscal Year End Financial & Modernization Reports as of December 31, 2021.**

Mr. Robillard highlighted the financial statements. The Chairperson asked if the state issued payments to cover the budgeted subsidy. Mr. Robillard said that the state does make direct deposits during the year. There were no more questions from the Board.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Fee Accountant's Fiscal Year End Financial & Modernization Reports as of December 31, 2021.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #5, Approval and Signing of the Fiscal Year End Compliance Certification.**

A Motion was made by Mr. Cooper and seconded by Mr.

Wehmeyer to Approve and Sign the Fiscal Year End Compliance Certification.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #6, Approval and Signing of the Fiscal Year End Compliance Schedule of All Positions and Compensation Form.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve and Sign the Fiscal Year End Compliance Schedule of All Positions and Compensation Form.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #1, Approval of the Warrant for the Month of January 2022 in the amount of \$37,517.23.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Warrant for the Month of January 2022 in the amount of \$37,517.23.

Upon Vote, the Motion passed by a Vote of 3-0.

**The Chairperson referred to Agenda Item #2, Approval of the Minutes of the January 20, 2022, Board Meeting.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Minutes of the January 20, 2022, Board Meeting.

Upon Vote, the Motion passed by a Vote of 3-0.

**The Chairperson referred to Agenda Item #3, the Chief Administrative Officer Report.**

The Board reviewed and understood the report provided by the Chief Administrative Officer.

\*\* Mr. Wehmeyer physically entered the meeting and disconnected remotely.

**The Chairperson referred to Agenda Item #8, Approval and Authorization to Execute the Contract for Financial Assistance Reflecting Amendment #16.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve and Authorize to Execute the Contract for Financial Assistance Reflecting Amendment #16.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #9, Approval of Change Order #3 in the Amount of \$3,091.41 for the Community Building Accessibility Project FISH #238032.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Change Order #3 in the Amount of \$3,091.41 for the Community Building Accessibility Project FISH #238032.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #10, Discussion of Employer OBRA Contribution.**

Ms. McDougall explained that for previous employees the Housing Authority had been making a 10% contribution to the OBRA/Massachusetts Deferred Compensation SMART Plan for each employee. Ms. McDougall said that this employee benefit was not currently in the Personnel Policy, and she did not offer this benefit to the new maintenance employee that was hired. She wanted to obtain Board approval to no longer be required to make this contribution. The Chairman stated that with the information the Fee Account and The Chief Administrative Officer had provided it was in the Housing Authority's best interest to cease making this contribution.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to No Longer Make Employer Contributions into the OBRA and the Massachusetts Deferred Compensation SMART Plan.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #11, Approval to Enter into a Service Contract with Automatic Laundry Services Co., Inc. for an Extended Period of over three years but not to exceed 10 Years.**

Ms. McDougall said that she had been in contact with Automatic Laundry Service Co, Inc. who submitted a proposal to supply the Housing Authority with new card operating laundry machines, service, and install a new card machine. The proposal was for a ten (10) year contract for their services. Ms. McDougall stated that the Procurement Policy prohibited her from entering into a contract for longer than three (3) years without Board approval.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to enter into a service contract with a laundry service company for a five-year period with the option to extend another five years and to allow the Chief Administrative Officer to enter into a contract for up to ten years if needed.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairperson referred to Agenda Item #6, Questions and Comments.**

Mr. Wehmeyer noted that the Community Preservation Committee has not met, and no future date has been scheduled.

Ms. McDougall had stated that there was a tenant issue that was recently brought to her attention. There was a resident who had complained about a tenant's outdoor chairs inhibiting his ability to enter the building. Ms. McDougall wanted to make the Board aware that she had instructed the resident to utilize the walkway intended for their building entrance. Ms. McDougall also had the Maintenance Mechanic place a marker on the building so the resident who owns the chair can position them at least 25" from the entrance.

Ms. McDougall also noted that the Resident Service Coordinator position had been filled. She said that the new employee will be covering office hours at the Plainville Housing Authority at some point soon.

Ms. McDougall informed the Board that one resident had filed her name with the Town Clerk to assume the Resident Board Member position.

There being no further business to come before the Board, a Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Adjourn at 5:40 PM.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**Approved on March 17, 2022, by the Board of Commissioners:**

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