

**Minutes of the Regular Meeting of the Plainville Housing Authority held at 140 East Bacon Street on Thursday, January 20, 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.

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 January 20, 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 January 12, 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 27<sup>th</sup> day of January 2022.

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Andrea J. McDougall, Chief Administrative Officer & Acting Secretary

**The Chairperson referred to Agenda Item #1, Approval of the Warrant for the Month of December 2021 in the amount of \$44,983.80.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Warrant for the Month of December 2021 in the amount of \$44,983.80.

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

**The Chairperson referred to Agenda Item #2, Approval of the Minutes of the December 16, 2021, Board Meeting.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Minutes of the December 16, 2021, Board Meeting.

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

**The Chairperson referred to Agenda Item #3, Approval of the Chief Administrator's Report.**

Mr. Wehmeyer asked what the plans were to replace the Resident Service Coordinator. Ms. McDougall stated that she had been focusing her efforts on finding a maintenance replacement.

Mr. Wehmeyer asked how Mansfield was being compensated for the maintenance assistance. Ms. McDougall said that as per the approved agreement Plainville was reimbursing Mansfield Housing Authority for their time on site.

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

**The Chairperson referred to Agenda Item #4 Balance Sheets and Monthly Financial Reports as of November 30, 2021.**

The Board reviewed the Fee Accountant's Financial Statements.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Balance Sheets and Monthly Financial Reports as of November 30, 2021.

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

**The Chairperson referred to Agenda Item #5, Approval of Change Order #1 in the amount of \$9,600.00 for Replacement of Building Locksets Project #238038.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve Change Order #1 in the amount of \$9,600.00 for Replacement of Building Locksets Project #238038.

Mr. Cooper asked what was included with the change order. Ms. McDougall stated that they would be installing the new locksets on the front and the back of all building doors.

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

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

Mr. Cooper asked when the wastewater pipe replacement project would begin. Ms. McDougall said that we were waiting on the contracts from the DHCD.

Ms. McDougall wanted to bring the Board's attention to the timeline that was submitted by the Contractor for the Community Building Accessibility Project. The timeline reflected that the entire project would be complete by March 18, 2022.

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 4:50 PM.

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

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

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