

Minutes of the Regular Meeting of the Plainville Housing Authority held at 140 East Bacon Street on Thursday, May 19, 2022, at 5:30 PM

The Members of the Plainville Housing Authority met in Regular Session remotely and at 140 East Bacon Street, Plainville, MA 02762. The Meeting was called to order at 5:43 PM by Chairperson, Susan Rogers and upon roll call, those present and absent were as follows:

Present:

**Susan Rogers
Dana Cooper
Greg Wehmeyer
Carol Y. Mallory***

Absent:

*Carol Mallory entered the meeting at 5:46pm.
Also present was Andrea J. McDougall, Chief Administrative Officer and six residents.

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 at 5:30 PM on May 11, 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 May 11, 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 23rd day of May 2022.

Andrea J. McDougall, Chief Administrative Officer & Acting Secretary

The Chairman turned the meeting over to the Chief Administrative Officer to complete the reorganization of the Board.

Ms. McDougall asked for nominations for the position of Chairperson.

Mr. Cooper nominated Susan Rogers for the position of Chairperson; Mr. Wehmeyer seconded the nomination.

There were no other nominations for Chairperson, Ms. Rogers accepted the nomination, and it was

Voted to elect Susan Rogers to the position of Chairperson by a Vote of 4-0.

The Chairperson asked for nominations for the position of Vice Chairman.

Ms. Rogers nominated Gregory Wehmeyer for the position of Vice Chairman; Ms. Spiewak seconded the nomination.

There were no other nominations for Vice Chairman, and it was

Voted to elect Gregory Wehmeyer to the position of Vice Chairman by a Vote of 4-0.

The Chairperson asked for nominations for Treasurer.

Ms. Rogers nominated Mr. Cooper for the position of Treasurer; Mr. Wehmeyer seconded the nomination.

There were no other nominations for Treasurer, Mr. Cooper accepted the nomination, and it was

Voted to elect Mr. Cooper to the position of Treasurer by a Vote of 4-0.

Upon Vote, the Motion passed by a Vote of 4-0.

The Chief Administrative officer turned the meeting over to the Chairperson.

The Chairperson referred to Agenda Item #1, Approval of the Warrant for the Month of April 2022 in the amount of \$22,952.10.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Warrant for the Month of April 2022 in the amount of \$22,952.10.

Ms. Rogers asked what the payment made to Stephen Sheldon was for. Ms. McDougall stated Mr. Sheldon had been paid as a contractor to perform the annual inspections of the apartments.

Upon Roll Call Vote, the Motion passed by a Vote of 4-0.

***Ms. Mallory entered the meeting at 5:46pm**

The Chairperson referred to Agenda Item #2, Approval of the Minutes of the April 21, 2022, Board Meeting.

A Motion was made by Mr. Cooper and seconded by Ms. Spiewak to approve the Minutes of the April 21, 2022, Board Meeting.

The Chairperson stated that the Juneteenth holiday that was discussed at the last meeting be added to the personnel policy as a permanent observed holiday.

A motion was made by Ms. Spiewak to add the Juneteenth Holiday as a permanent holiday as observed by the Plainville Housing Authority and seconded by Mr. Cooper.

Upon Roll Call Vote, the Motion passed by a Vote of 5-0

Upon Roll Call Vote, the Motion to approve the minutes passed by a Vote of 3-0-2 with Ms. Rogers and Mr. Wehmeyer both abstaining.

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.

The Chairperson referred to Agenda Item #4, Balance Sheets and Quarterly Financial Reports as of March 31, 2022, as Prepared by the Fee Accountant.

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Balance Sheets and Quarterly Financial Reports as of March 31, 2022, as Prepared by the Fee Accountant.

Mr. Cooper asked about the reported contract costs. Ms. McDougall stated that the reason that line item was so high is because the Housing Authority had expended close to \$10,000.00 in snow removal costs.

Upon Roll Call Vote, the Motion passed by a Vote of 5-0.

The Chairperson referred to Agenda Item #5 Approval of Change Order #1 for the Cast Iron Waste Pipe Replacement Project #238034 in the Amount of \$9,463.83.

A Motion was made by Mr. Cooper and seconded by Ms. Spiewak to Approve the Change Order #1 for the Cast Iron Waste Pipe Replacement Project #238034 in the Amount of \$9,463.83.

Upon Roll Call Vote, the Motion passed by a Vote of 5-0.

The Chairperson referred to Agenda Item #6 Approval of Plainville Housing Authority Parking Policy.

A Motion was made by Ms. Spiewak and seconded by Mr. Cooper to Approve the Plainville Housing Authority Parking Policy.

Ms. Rogers asked to correct a typographical error in section B line number 3. She requested that the policy note the Housing Authority maintains a waitlist for closer resident parking. Ms. Rogers also requested on number 5 the policy should include ATV's.

Ms. Mallory noted another typographical error in section E line 3 that should be "changing" and not "charging."

Upon Roll Call Vote, the Motion passed by a Vote of 5-0 to Approve the Parkin Policy with the requested changes.

The policy reads as follows:

Plainville Housing Authority PARKING POLICY

- A. PURPOSE - The purpose of this Parking Policy is to ensure that the residents of the Plainville Housing Authority have exclusive use of the Authority's property designed for parking.
- B. REGISTRATION OF VEHICLES
1. Residents of the Authority must register their vehicles with the Massachusetts Registry of Motor Vehicles.
 2. Residents must present to the Authority a copy of the official, current Massachusetts registration of their vehicle at the time of their annual recertification. The registration must be in the name of the legal resident of the Authority (a person listed on the lease).
 3. Massachusetts law requires that every vehicle and operator in Massachusetts be insured. Residents must provide proof that the vehicle and the operator are insured. Residents must provide a copy of the Insurance Declaration Coverage Form as proof of vehicle and operator insurance
 4. For the safety of all residents, registration and insurance information must be submitted prior to the vehicle being allowed on PHA property.
- C. ASSIGNED PARKING
1. If available, the Plainville Housing Authority assigns a resident one parking space at the time of move-in for a Massachusetts registered vehicle only.
 2. Only one parking space will be assigned per unit.
 3. Residents with out-of-state vehicle registrations must register the vehicle in Massachusetts prior to receiving an assigned parking space.
 4. All other family members or friends that have vehicles, shall park in designated visitor parking areas, around the circle, or along curb at the entrance to the property.
 5. Changes in assigned parking may occur from time to time to accommodate movement in residents and reasonable accommodations.
 6. All parking areas are to be clearly marked with appropriate signs.
 7. All visitors must park in unmarked/un-numbered spaces or areas designated for visitors.
 8. Residents are responsible for ensuring their visitors are parked in the proper area.
- D. PARKING RESTRICTIONS
1. No resident shall perform any work on, or repairs to any vehicle, except those of a minor nature as described in D-3, as this may create a serious threat or hazard to the health, safety, or wellbeing of other person(s), or may cause damage to the property of the Authority.
 2. No work will be performed on any vehicle which could interfere with the quiet enjoyment of other residents.
 3. The only work that may be performed on a vehicle must be of a minor nature, such as the changing of a tire, and take no more than one day to complete.
 4. The changing of oil is NOT considered a "minor" task and is not permitted on the premises.

E. PROHIBITED VEHICLES

1. Unregistered, inoperable vehicles shall not be allowed to be "garaged" on PHA property.
2. "Stripped" or "junked" vehicles or those registered vehicles which are in the process of repair, or which create hazardous, threatening situations for residents, guest, vendors and/or any other person having reason to be in the area, will not be allowed on PHA property.
3. No resident will be permitted to register a commercial vehicle over 6,000lbs GVW (Gross Vehicle Weight).
4. The Housing Authority will provide 24-hour notice prior to towing a resident vehicle that is defined as a "Prohibited Vehicle." All costs incurred will be billed as damages to the resident's rental account.
5. No parking of any campers, boats, trailers, jet skis, ATV's or any large or seasonal item is allowed on PHA property. Parking or storing of any item other than a tenant's motor vehicle is prohibited unless authorized by PHA. Under no circumstances will parking or storage of any item belonging to a non-resident be allowed. Infringement of this policy will result in towing and storage at the tenant's expense.

F. OTHER

1. In cases of extreme emergency or special circumstances, the Executive Director (or Chief Administrative Officer) or his/her designee can make exceptions to allow an unregistered car to remain on the property for a limited time.
2. The tenant must submit a request in writing to PHA for this exception.
3. The Housing Authority will maintain a waitlist for accommodating residents who request to park closer to their apartment.

G. VIOLATIONS

1. Violators of the parking policy may be given a written warning on the first offense.
2. Per M.G.L. C. 121B S 32A violations of the parking regulation shall not be punished by a fine of not more than \$20.00.
3. Subsequent offenses may result in the vehicle being towed from the premise at the owner's expense.

The Chairperson referred to Agenda Item #7, Discussion of the Allocation of Formula Funding through the American Rescue Plan Act (ARPA).

Ms. McDougall explained that since the posting of the meeting she had been informed that the Housing Authority needed to submit the request for ARPA funding and apply the funds to an existing Capital project that was in the design stage. Ms. McDougall informed the Board that she had requested the funding to be added to the Parking Lot Paving Project because this was the only project Plainville had that was in design. She added that she was waiting for confirmation for receipt of funds.

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

The Board had no Questions or Comments.

The Executive Director had no questions or comments.

Resident John Wilder stated that he was concerned with the vehicles from the Oasis complex parking at the entrance of the Development while the school children wait for the bus. A No Parking sign had been previously posted and is being ignored. Another resident spoke out stating that she had been sworn at and spit on for bringing attention to the no parking sign. A third resident stated that she witnessed a physical fight between middle school aged girls as they got off the bus. The Chairman suggested that the Chief Administrative Officer reach out to the Property Manager of the Oasis and discuss the problem.

A Resident stated that he would like to request a folding chair be placed in the laundry room so that you could take a seat while waiting for the laundry cycle to finish. Ms. McDougall said that she felt this was a reasonable request and would make sure a folding chair be placed in the laundry room.

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 6:18 PM.

Upon Roll Call Vote, the Motion passed by a Vote of 5-0.

Approved on June 16, 2022, by the Board of Commissioners:

