

# **Minutes of the Regular Meeting of the Plainville Housing Authority held at 140 East Bacon Street on Thursday, September 15, 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 5:36 PM by Chairperson, Susan Rogers and upon roll call, those present and absent were as follows:

**Present:**

**Susan Rogers  
Dana Cooper  
Greg Wehmeyer  
Karen Spiewak**

**Absent:**

**Carol Y. Mallory**

Also present was Andrea J. McDougall, Chief Administrative Officer and twelve 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 September 15, 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 September 8, 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 26th day of September 2022.

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Andrea J. McDougall, Chief Administrative Officer & Acting Secretary

**The Chairperson referred to Agenda Item #1, the Public Hearing for the Plainville Housing Authority's 2023 Annual Plan.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to approve the Plainville Housing Authority's 2023 Annual Plan.

The Chief Administrative Officer supplied the Board with details of the projects in the Capital Improvement Plan. There were no comments or suggestions from the Public.

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

**The Chairperson referred to Agenda Item #2, Approval of the Warrant for the Month of June 2022 in the amount of \$35,148.64.**

A Motion was made by Mr. Cooper and seconded by Mrs. Spiewak to approve the Warrant for the Month of June 2022 in the amount of \$35,148.67.

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

**The Chairperson referred to Agenda Item #3, Approval of the Warrant for the Month of July 2022 in the amount of \$41,729.71.**

A Motion was made by Mr. Cooper and seconded by Mrs. Spiewak to approve the Warrant for the Month of July 2022 in the amount of \$41,729.71.

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

**The Chairperson referred to Agenda Item #4, Approval of the Warrant for the Month of August in the amount of \$24,844.09.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Warrant for the Month of August in the amount of \$24,844.09.

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

**The Chairperson referred to Agenda Item #5, Approval of the Minutes of the June 16, 2022, Monthly Board Meeting.**

A Motion was made by Mr. Cooper and seconded by Mrs. Spiewak to Approve the Minutes of the June 16, 2022, Monthly Board Meeting.

Mr. Cooper asked the status of the park benches that the Housing Authority purchased. Ms. McDougall stated 10 benches were purchased and they were scheduled to be delivered sometime this fall but there was no updated information.

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

**The Chairperson referred to Agenda Item #6, Chief Administrative Officer Report and Resident Service Coordinator Update.**

The Board Reviewed and accepted the Chief Administrative Officer's Report and Resident Service Coordinator 's update.

**The Chairperson referred to Agenda Item #7, Balance Sheets and Financial Reports as of May 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 Financial Reports as of May 31, 2022, as Prepared by the Fee Accountant.

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

**The Chairperson referred to Agenda Item #8, Approval of the Balance Sheets, Quarterly Reports and Quarterly Modernization Reports as of June 30, 2022.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Balance Sheets, Quarterly Reports and Quarterly Modernization Reports as of June 30, 2022.

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

**The Chairperson referred to Agenda Item #9, Approval of the Balance Sheet & Financial Reports as of July 31, 2022.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Balance Sheet & Financial Reports as of July 31, 2022.

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

**The Chairperson referred to Agenda Item #10, Approval of Change order #4 in the amount of \$27,326.65 for Project #238032.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Change order #4 in the amount of \$27,326.65 for Project #238032.

Mr. Wehmeyer interjected with a question regarding percentages and if the number triggers a review regarding the construction of the new community room. Mrs. Andrea J. McDougall, Chief Administrative Officer stated that there is no increase, and the community room costs have already been approved and completed.

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

**The Chairperson referred to Agenda Item #11, Approval of the Certification of Substantial Completion for the Community Building Accessibility Project #2308032.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Certification of Substantial Completion for the Community Building Accessibility Project #2308032.

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

**The Chairperson referred to Agenda Item #12, Approval of the Certificate of Final Completion in the amount of \$41,652.17 for the Community Building Accessibility Project #2308032.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Certificate of Final Completion in the amount of \$41,652.17 for the Community Building Accessibility Project #2308032.

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

**The Chairperson referred to Agenda Item #13, Approval of change order #1 in the amount of \$4,200.00 for the Door Hardware Replacement Project #238038.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the change order #1 in the amount of \$4,200.00 for the Door Hardware Replacement Project #238038.

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

**The Chairperson referred to Agenda Item #14, Approval of the Proposed Plainville Housing Authority Language Access Plan.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Proposed Plainville Housing Authority Language Access Plan.

Mr. Cooper interjected with a question to the Chief Administrative Officer Mrs. Andrea J. McDougall, who pays for the service? The Chief Administrative Officer replied stating that The Housing Authority pays for the service, and they would find a way for it to be funded. She also goes on to state that this service is provided by all Housing Authorities within the Commonwealth of Massachusetts.

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

**The Chairperson referred to Agenda Item #15, Approval of the Proposed Plainville Housing Authority Fair Housing Marketing Plan.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Proposed Plainville Housing Authority Fair Housing Marketing Plan.

Mrs. Karen Spiewak interjected with a question asking if marketing is necessary for the housing authority? Mrs. Andrea J McDougall Chief Administrative Officer stated that it is necessary, and it would not be too costly.

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

**The Chairperson referred to Agenda Item #16, Approval of the Proposed Plainville Housing Authority Reasonable Accommodation Policy.**

A Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Approve the Proposed Plainville Housing Authority Reasonable Accommodation Policy.

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

**The Chairperson referred to Agenda Item #17, Questions and Comments: A. Board Members & B. Chief Administrative Officer.**

Mrs. Karen Spiewak interjected with questions regarding the raising and lowering of the American Flag. She was curious as to when it should be placed at half staff and so on. Mrs. Susan Rogers stated that the State actually delegates as to when and how the United States Flag is controlled and you can receive emails from them with the directions for how our flag should be displayed daily.

A resident Mr. John Wilder volunteered to handle the Flags duties and that was noted. Mrs. Karen Spiewak requested this will be on the October Agenda.

Mr. Gregory Wehmeyer interjected with a question regarding the CPC being able to come and take a tour of the property and request that it be scheduled by the Mrs. Andrea J. McDougall the Chief Administrative Officer who obliged, and Mrs. Susan Rogers requested that she also be a part of this tour with the CPC.

Mrs. Susan Rogers interjected with voting on speed bumps being placed into the October Agenda.

There being no further business Upon Roll Call Vote, the business to come before the Board, a Motion was made by Mr. Cooper and seconded by Mr. Wehmeyer to Adjourn at 6:31pm.

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

**Approved on September 15, 2022, by the Board of Commissioners:**

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