

Minutes of the Regular Meeting of the Plainville Housing Authority held at 140 East Bacon Street on Thursday, April 21, 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 at 5:30 PM.

The Meeting was called to order at 5:35 PM by Chairperson, Dana Cooper and upon roll call, those present and absent were as follows:

Present:

**Dana Cooper
Karen Spiewak
Carol Y. Mallory**

Absent:

**Susan Rogers
Greg Wehmeyer**

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 at 5:30 PM on April 21, 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 April 14, 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 29th day of April 2022.

Andrea J. McDougall, Chief Administrative Officer & Acting Secretary

The Chief Administrative Officer stated that she had been notified that Chairperson, Ms. Rogers, would not be in attendance for the meeting and asked if Commissioner Cooper would agree to act as Chairman for the meeting. Mr. Cooper agreed and there were no objections.

The Chairperson referred to Agenda Item #1, Reorganization of the Board.

A Motion was made by Ms. Mallory and seconded by Ms. Spiewak to table the reorganization of the Board until the May meeting due to the absent Board Members.

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

The Chairperson referred to Agenda Item #2, Approval of the Warrant for the Month of March 2022 in the amount of \$46,081.77.

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to approve the Warrant for the Month of March 2022 in the Amount of \$46,081.77.

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

The Chairperson referred to Agenda Item #3, Approval of the Minutes of the March 17, 2022, Board Meeting.

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to approve the Minutes of the March 17, 2022, Board Meeting.

Ms. Spiewak noted a few corrections: Page three of the Policy under section II Governing Principles it read "*The AA/EEO Officer is Michael Forbes*" and Ms. Spiewak said it called to be changed. Ms. McDougall said she would have it read "*The AA/EEO Officer is the Executive Director or Chief Administrative Officer.*" On page five of the Personnel Policy section IV Employee Classification/ Hours Worked the line read "...*one twenty (18.5) hour per week.*" Ms. McDougall stated she would correct that to read "...*one eighteen and a half (18.5) hour week.*"

And lastly Ms. Spiewak brought the Board's attention to the Personnel Policy section IX Leaves and Employee Benefits, Section A. Holidays she noted that June 19th was not listed as a Holiday and felt it should be considered.

Ms. McDougall stated that last year the Board voted to provide that as a Holiday for the previous Maintenance Supervisor but preferred to review it again the following year.

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to Add June 19th as an Observed Holiday for the employees.

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

There were no further comments or corrections to the minutes of March 17, 2022, Regular Board meeting.

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

The Chairperson referred to Agenda Item #4, the Chief Administrative Officer Report.

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

Ms. McDougall stated that she intended to purchase new furniture and other significant pieces to update the new community building.

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to Request Administrative Fees from the FISH Project #238032 Community Building Accessibility Upgrade Project so that the Chief Administrative Officer can purchase furniture and other significant pieces for the interior of the Community Building.

The Chairperson suggested that the Chief Administrative Officer should not exceed \$8,000 for furniture and the other Board members present agreed.

Ms. Cooper asked about the Wastewater Pipe Replacement Project change order for insulation in the ceiling. Ms. McDougall explained that in removing the ceiling as part of the asbestos abatement, they found they also needed to replace the insulation as removal of the ceiling would cause it to be contaminated.

Mr. Cooper referenced the request for time extension for the contractor installing the lock replacement for the building doors. Ms. McDougall stated that they have been having trouble obtaining the product, so they were requesting a deadline extension.

Ms. McDougall added that the annual inspections had been completed by an outside company and that they went remarkably well with very few violations and nothing severe.

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

The Chairperson referred to Agenda Item #5, Approval of the Financial Reports as of January 31, 2022, as Prepared by the Fee Accountant.

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to Approve the Financial Reports as of February 28, 2022, as Prepared by the Fee Accountant.

Ms. McDougall explained the line item variance for the current fiscal year budget.

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

The Chairperson referred to Agenda Item # 6 Approval of Change Order #2 for a Time Extension to June 15, 2022, for the Exterior Door Lock Replacement Project .

A Motion was made by Ms. Spiewak and seconded by Ms. Mallory to Approve the Revised Personnel Policy.

Ms. McDougall said that the main reason behind this request was due to the inability for the contractor to secure the product they need to install.

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

The Chairperson referred to Agenda Item #7, Approval of Change Order #13, #14, and #15 for the Community Center Accessibility Upgrades Project #238032.

A Motion was made by Ms. Mallory and seconded by Ms. Spiewak to Approve the Change Order #13, #14, and #15 for the Community Center Accessibility Upgrades Project #238032.

Ms. McDougall stated that Change Order #13 was for the added electrical work where they added two additional spotlights and moving the fire alarm pull in the

front foyer. Change order #14 was for the new concrete work added to the scope. And #15 was for the cost to install the electrically panel now rather than

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

The Chairperson referred to Agenda Item #8, Approval of the 2022 Minimum Wage Rates as Revised by the Executive Office of Labor and Workforce Development.

A Motion was made by Ms. Mallory and seconded by Ms. Spiewak to Approve the Revised Personnel Policy.

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

The Chairperson referred to Agenda Item #9, Questions and Comments.

Ms. Spiewak asked is the Housing Authority had an emergency evacuation plan. Ms. McDougall said that there was nothing in place to her knowledge.

Ms. Spiewak asked if the Chief Administrative Officer could send individual agendas delivered to each residence. Ms. McDougall stated that she would arrange a one call reminder notification the week of the meeting.

Ms. McDougall requested signatures from the Board Members who were present for the Bluestone Bank signatory cards.

There being no further business to come before the Board, a Motion was made by Ms. Spiewak and seconded by Ms. Mallory to Adjourn at 6:08 PM.

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

Approved on May 19, 2022, by the Board of Commissioners:

