



Equal Housing  
Opportunity

Plainville  
**PHA**  
Housing Authority

Susan Rogers – Chair  
Dana Cooper– Vice Chair  
Karen Spiewak – Commissioner  
Andrew LaBerge – Commissioner  
  
Paul M. Dumouchel – Management Agent

Plainville Housing Authority  
Meeting Minutes  
September 19, 2024

A regular meeting of the Plainville Housing Authority was held on Thursday, September 19, 2024 at 140 East Bacon Street in the Community Room.

Call to Order: 6:00 pm by Chair Rogers

Present: Susan Rogers, Karen Spiewak, and Andrew LaBerge (by phone)

Absent: Dana Cooper

- I. Approval of Minutes June 20, 2024
  - a. Commissioner Spiewak made a motion to approve minutes of June 20, 2024 as presented. Commissioner LaBerge seconded the motion. Motion approved 3-0.
  
- II. Approval of Check Warrants 15:
  - a. Warrant #18 – motion made by Commissioner LaBerge to approve; motion seconded by Commissioner Spiewak; motion approved 3-0.
  - b. Warrant #19 – motion made by Commissioner Spiewak to approve; motion seconded by Commissioner LaBerge; motion approved 3-0.
  - c. Warrant #20 – motion made by Commissioner Spiewak to approve; motion seconded by Commissioner LaBerge; motion approved 3-0.
  
- III. Approval of the 2025 Annual Plan
  - a. The Management Agent presented the plan to the board and stated that most of the items in it are boilerplate – except the Capital Plan and the budget. There were 3 minor comments on the plan during the public hearing.
  - b. Motion by Commissioner Spiewak to approve the 2025 Annual Plan; motion seconded by Commissioner LaBerge; motion approved 3-0.

- IV. Financial Reports – July 31, 2024
  - a. Reserves very healthy – all line items well within budget. Need to adjust spending higher for balance of year so as not to return money to EOHLIC.
  
- V. Management Agent Report
  - a. Project Update – motion by Commissioner Spiewak to Authorize the Management Agent to enter into a contract with Montiero Electric in amount of \$32,500 for the door hardware Project #238046; motion seconded by Commissioner LaBerge; motion approved 3-0.
  - b. Updates provided to the other projects as well including the decision to re-bid Project #238045 due to an error in the bid response.
  - c. Completed Work Order Report – no questions
  - d. Vacancy Update – 1 vacant currently. No “Notices to Vacate” on file.
  - e. Agreed-Upon Procedure Results – Excellent performance. No issues or concerns.
  - f. EOHLIC Changes to Regulations – Copies of changes will be made available to all residents; however, most changes concern Family residents and not the Elderly.
  
- VI. Resident Services Coordinator Update
  - a. The Management Agent explored the new collaborative arrangement with other local housing authorities to maximize the service reach of our RSCs and other more diverse programming.
  
- VII. Old Business
  - a. Bus stop canopy – has been installed
  - b. Crosswalk – no updates
  
- VIII. New Business
  - a. Next meeting Thursday October 17, 2024
  
- IX. Comments
  - a. Board – none
  - b. Management Agent – none
  - c. Residents – a resident expressed concern about the dampness in the basement of one of the buildings. Maintenance Supervisor Devlyn House stated that a contractor has been identified and work will begin shortly to address the issue.
  
- X. Adjourn
  - a. Motion to adjourn made by Commissioner Spiewak; motion seconded by Commissioner LaBerge; motion approved 3-0.
  - b. Meeting adjourned 6:30 p.m.

Respectfully submitted,

Paul M. Dumouchel  
Management Agent