

Plainville Housing Authority
Minutes
November 21, 2024

A regular meeting of the Plainville Housing Authority was held on Thursday, November 21, 2024 at 140 East Bacon Street in the Community Room. Chair Rogers called the meeting to order at 6:00 PM.

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

Absent: None

I. Budget Report – Dan Robillard

- a. Mr. Robillard presented the FY2025 Budget: 12% increase in operating budget; 9% average salary increase; maintenance labor raises; on-call stipend changing from \$75 to \$100; positive financial results since switch from DHCD to EOHLC; Mr. Robillard continued through each page of the budget; highlighted funds for apartment rehabs.
 - i. Motion made by Commissioner Cooper to approve budget
 - ii. Motion seconded by Commissioner Spiewak
 - iii. Roll Call vote to approve FY 2025 Budget 4-0

 - iv. Motion made by Chair Rogers to approve raise of on-call stipend from \$75 to \$100
 - v. Motion seconded by Commissioner Cooper.
 - vi. Motion approved 4-0.

 - vii. Motion made by Commissioner Cooper to approve new contract with accountant.
 - viii. Motion seconded by Chair Rogers.
 - ix. Motion approved 4-0.

II. Financial Report – Dan Robillard

- a. Mr. Robillard gave a brief overview of the financial report
 - i. Motion made by Commissioner Cooper to approve financial report
 - ii. Motion seconded by Commissioner LaBerge
 - iii. Motion approved 4-0

III. Approval of Minutes September 19, 2024

- a. Motion made by Commissioner Cooper to approve September 19 minutes.
- b. Motion seconded by Chair Rogers.
- c. Motion approved 4-0

IV. Approval of Check Warrant #

- a. Motion made by Commissioner LaBerge to approve Check Warrant #21 in the amount of \$22,795.13.
- b. Motion seconded by Commissioner Cooper
- c. Motion approved 4-0

- d. Motion made by Commissioner Cooper to approve Check Warrant #22 in the amount of \$39,198.33.
- e. Motion seconded by Commissioner LaBerge.
- f. Motion approved 4-0.

V. Management Agent Report

- a. Project Update
 - i. Hardware project on doors was not bid properly, in process of getting a re-bid.
 - ii. GFI in all units in bathrooms: all installed; contractor coming to do patch work on 11/27; next board meeting will vote on completion
- b. Work Order Report – in packet
- c. Vacancy Report – no vacancies
- d. RSC Report – in packet from Chyvonn
- e. Public Housing Notice – in packet; insurance rate up 7.5%, \$9,000 deductible
- f. Commissioner’s Conference in January – Any board member interested can think about attending in Miami

VI. Old Business

- a. Crosswalk on 106, further discussion to come

VII. New Business

- a. Snow removal policy
 - i. Policy was shown to resident board member; discussion about adding specifically that the back sidewalks and stairs will be plowed.
 - ii. Issue about items on porches – Devlyn mentioned in the spring each apartment will be getting two chairs and a table for outside use that will be able to stay out for winter in the future.
 - iii. Parking around the circle – 4 assigned spots in front of the office that caretakers, etc. can use for overnight parking
 - iv. Robocall – discussion about telling residents not to come out until they get a robocall; Management Agent said to wait and see how it goes this winter with snowfall.
 - 1. Motion made by Commissioner Cooper to approve Snow Removal Policy.
 - 2. Motion seconded by Commissioner LaBerge.
 - 3. Motion approved 4-0.
- b. Next meeting
 - i. Discussion about Andrew’s availability; possibility of moving meeting date/time in the future
 - ii. Next meeting Thursday December 19 at 140 E Bacon Street Community Room

VIII. Board comments

- a. Andrew will be in town next week to sign off on budget
- b. Management Agent very happy with how things are going; next hurdle will be when Rich leaves.

IX. Tenant Comments

- a. A tenant asked about the door project; Devlyn said that we are moving to an all-airtag key system; the tenant also asked if outdoor furniture is mandatory; Management Agent said that it can be discussed as spring gets closer; tenant also asked if outlets can be installed between the kitchen stove and sink; Management Agent said it could be considered in an upcoming project.
- b. A tenant suggested putting a chair lift in one of the buildings to encourage those who can't do stairs to apply for housing; Management Agent explained that the housing application already specifies if the applicant can or cannot do stairs; will look into possibility of chair lift.
- c. A tenant stated that last winter there was one robocall to the tenants regarding snow removal.

X. Adjourn

- a. Motion made by Commissioner Cooper to adjourn
- b. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Paul M. Dumouchel
Executive Director