

Plainville Housing Authority Board of Commissioners Meeting

May 16, 2024, 6:00 – 7:00 PM (America/New_York)

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Plainville
PHA
Housing Authority

Equal Housing
Opportunity

Susan Rogers – Chairperson
Dana Cooper – Commissioner
Karen Spiewak- Commissioner
Andrew LaBerge- Commissioner

Paul M. Dumouchel – Management Agent

AGENDA
PLAINVILLE HOUSING AUTHORITY MONTHLY BOARD MEETING
THURSDAY MAY 16, 2024- 6:00 P.M.
VIRTUAL MEETING

Roll Call

1. Approval of the Minutes of the April 18, 2024 Regular Board Meeting
2. Approval of the Check Warrant # 16
3. Financial Reports March 31, 2024 as prepared by the Fee Accountant.
4. Management Agent Report
 - Project Update
 - General Management Updates
 - New Maintenance Staff member
 - Public Housing Notice 2024-06
5. Resident Services Coordinator Update.
6. Resident Concerns
 - Enclosures for Recycling Bins
 - No Parking Signs Near Sidewalks
7. Old Business
 - Bus Stop Canopy
 - Crosswalk
 - Board of Commissioner vacancy
8. New Business
9. Any unforeseen item(s) arising within 48 hours of the meeting that could not be Included on the board agenda

140 East Bacon Street, Plainville, MA 02762 Ph: (508) 699-4212 Fax: (508) 699-7408

Email: pmd@attleborohousing.org

<http://www.plainvilleha.org>



10. Questions and Comments

- Board
- Management Agent

11. Adjourn



Plainville
PHA
Housing Authority

Susan Rogers – Chair
Dana Cooper – Vice Chair
Karen Spiewak – Commissioner
Andrew LaBerge – Commissioner

Paul M. Dumouchel – Management Agent

Equal Housing
Opportunity

Plainville Housing Authority
Meeting Minutes
April 18, 2024

A regular meeting of the Plainville Housing Authority was held on Thursday, April 18, 2024 at 140 East Bacon Street in the Community Room.

Call to Order: 6:00 pm by Chair Rogers

Present: Susan Rogers, Karen Spiewak, Dana Cooper and Andrew LaBerge

Absent: None

I. Approval of Warrants 15:

Commissioner Cooper made a motion to approve the March Warrant in the amount of \$22,479.01 for the month of March and the addendum as presented. Commissioner Cooper seconded the motion. Approved 4-0.

II. Approval of Minutes March 21, 2024:

Commissioner Cooper made a motion to approve minutes of March 21, 2024 as presented. Commissioner Spiewak seconded the motion. Approved 4-0.

III. Financial Report:

The Management Agent reviewed the monthly financial reports. This early in the Fiscal year, it is hard to gauge how things will go but to date everything is favorable.

V. Management Agent Report:

- Work Order Report. Question raised on EOHLIC visit to unit. Explanation provided, no other questions. Project Update. One outstanding project currently out to bid. Door hardware project. Bids are due next week.
- The Management Agent reported that there is a likelihood the vacant Maintenance position will be filled shortly.

IV. Resident Services Coordinator Update:

No questions from the Board.

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Email: pmd@attleborohousing.org

<http://www.plainvilleha.org>

V. Old Business:

- The Management Agent reported that the GATRA Director of Community Outreach stated that the Maintenance Director for GATRA would be measuring the area of the bus stop for a covering. She hoped this would happen by the end of the month.
- The Management Agent will again reach out to Sen. Rausch's office as well as Rep. Vaughn's office about the crosswalk.

VI. New Business:

- Board of Commissioner Vacancy. There remains a vacancy for a 5-year member on the Board. Andrew LaBerge is filling the two (2) year vacancy. Three (3) individuals received two (2) write in votes each: Deborah Belanger, Stanley Widak, and Michael Kettel -Widak was elected to the Planning Board; Belanger related that she was not interested in the position. The Management Agent will reach out to Kettel to see if he is interested and will report back.
- Election of Officers – Reorganization
Board Chair Rogers relinquished meeting to the Management Agent, who asked for nominations for Board Officers. The following were nominated:
Chair: Susan Rogers
Vice Chair: Dana Cooper
Treasurer: Karen Spiewak
Nomination were approved 4-0.

VII. Any Unforeseen Item(s) arising within 48 hours of the meeting that could not be included in the Board Agenda: None.

VIII. Open Comments.

1. Board –

- A. Commissioner LaBerge inquired as to when the website would be operational as the link is not working. The Management Agent indicated he spoke to the IT Consultant and the website should be up and running in a few days.

2. Management Agent – None.

3. Residents –

- The Management Agent addressed some concerns that were brought to his attention by a resident involving enclosures for the recycling bins, and the installation of no parking signs near the sidewalks. He indicated he and the Maintenance Supervisor had spoken about these issues and they will be addressed.
- A Hilltop Resident stated the sign lights are staying on. The Maintenance Supervisor said he would look into it and fix the issue.

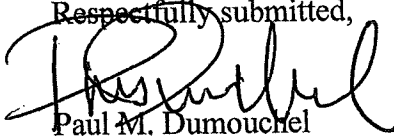
3. Public – None in attendance.

4. Press – None in attendance.

5. Motion to Adjourn

Commissioner Spiewak made a motion to adjourn the meeting at 6:42 p.m. Commissioner LaBerge seconded the motion. Voted 4-0.

Respectfully submitted,



Paul M. Dumouchel
Management Agent

PLAINVILLE HOUSING AUTHORITY

WARRANT #16

Plainville Housing Authority
Vendor Accounting Cash Payment/Receipt Register
State 667

Filter Criteria Includes: 1) Project: Hilltop Terrace 2) Payment Date: 4/1/2024 to 4/30/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

Bank: Rockland Trust, Bank Account: 7990029766, GL Account: 1111.1

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
256	04/18/2024	No	CHK	38DN Solar 1 Finco, LLC	Acct. #877-8073549-000 - 2/12 - 3/1	Yes	\$1,823.43
257	04/18/2024	No	CHK	Attleboro Housing Authority	April Management Agreement	Yes	\$4,774.78
258	04/18/2024	No	CHK	BDL Cooling & Heating, Inc.	Residential Maintenance Contract A	Yes	\$3,570.00
259	04/18/2024	No	CHK	Burgess Pest Control	Monthly Pest Control Service	Yes	\$148.00
260	04/18/2024	No	CHK	Comcast	ACCT. #8773 10 014 0079639 - 4/1	Yes	\$256.06
261	04/18/2024	No	CHK	Dorrance Electric Inc.	Install GFI in bathrooms at 2B & 7D	Yes	\$2,200.00
262	04/18/2024	No	CHK	HD Supply Facilities Maintenance	Cust. #321211 - P.O. #109 - mainte	Yes	\$169.33
263	04/18/2024	No	CHK	JM Booth & Associates, Inc.	EOHLC Fish #238045 - Schematic	Yes	\$3,440.00
264	04/18/2024	No	CHK	June Langille	Refund the December rent per the E	No	\$457.00
265	04/18/2024	No	CHK	MAHAMS Inc.	Plainville Housing Authority and Mai	No	\$50.00
266	04/18/2024	No	CHK	Maztec	Install 3 piece wall surround unit 7D	Yes	\$3,590.00
267	04/18/2024	No	CHK	Milne, Shaw, & Robillard, P.C.	Accounting services through March	Yes	\$468.00
268	04/18/2024	No	CHK	OD Answering Service LLC	Monthly answering service March	Yes	\$175.00
269	04/18/2024	No	CHK	PHADA Membership	Paul Dumouchel, Plainville Housing	Yes	\$190.00
270	04/18/2024	No	CHK	Take This Junk	Removed debris from multiple unit cr	Yes	\$679.00
271	04/18/2024	No	CHK	T-Mobile	Acct. #980027727 - cell phones 3/1 -	Yes	\$64.79
272	04/18/2024	No	CHK	Triboro Paint Center	Acct. #620435 - Inv. #00143924, 00	Yes	\$184.58
Cleared: 15							\$21,732.97
Uncleared: 2							\$507.00
Total Payments: 17							\$22,239.97

Project Summary

Bank: Rockland Trust, Bank Account: 7990029766, GL Account: 1111.1

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
State 667 - Hilltop Terrace	\$22,239.97	\$0.00
Total:	\$22,239.97	\$0.00

Type Summary

Bank: Rockland Trust, Bank Account: 7990029766, GL Account: 1111.1

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	17	\$22,239.97
Total:	17	\$22,239.97

End of Report

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Warrant No. 16
Month of April 2024
Page Two

Plainville Housing Authority
667 Summary

Checks Nos.: 256 - 272 \$22,239.97

Payroll w/e
 w/e

Paychex 0 payroll fees \$ -

Total Disbursements: \$22,239.97

667 Account Balance
April 30, 2024
\$134,208.70

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Warrant No. 16
Month of April 2024
Page Three

Plainville Housing Authority
Bank Balances as of April 30, 2024

Pet Deposits	\$ 320.00
667 MMDT Reserve Account	<u>\$ 34,209.46</u>

Warrant No. 16
Month of April 2024
Page Four

Susan Rogers
Chairperson

Date

Dana Cooper
Commissioner

Date

Karen Spiewak
Commissioner

Date

Andrew LeBerge
Commissioner

Date

LO

MILNE, SHAW & ROBILLARD, P.C.

Certified Public Accountants/Management Consultants

132 Central Street, Suite 202
Foxboro, MA 02035

milneshawrobillard.com

ACCOUNTANT'S REPORT

To Board Members
Plainville Housing Authority
Plainville, Massachusetts

Management is responsible for the accompanying interim financial statements of the Plainville Housing Authority, which comprise of the balance sheets as of March 31, 2024, and the related statements of income and retained earnings for all programs for the three months then ended in accordance with the regulatory agencies. We did not compile, audit or review the interim financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these interim financial statements. We are not independent with respect to the Plainville Housing Authority.

Milne, Shaw & Robillard, PC

Foxboro, MA
April 24, 2024

PLAINVILLE HOUSING AUTHORITY
400-1
BALANCE SHEET - MARCH 31, 2024

ASSETS

CASH - GENERAL FUND		\$136,947.05
ACCOUNTS RECEIVABLE TENANTS	3,751.00	
ALLOWANCE FOR DOUBTFUL TARs	(454.00)	
ALLOWANCE FOR FRAUD	(1,815.00)	1,482.00
ACCOUNTS RECEIVABLE - DHCD	32,585.00	
ACCOUNTS RECEIVABLE - Mod	0.00	
ACCOUNTS RECEIVABLE - Other	6,416.54	39,001.54
INVESTMENTS		34,209.46
DEFERRED CHARGES - OTHER	0.00	
INVENTORY	0.00	
PREPAID INSURANCE	7,439.20	7,439.20
CONSTRUCTION IN PROCESS	0.00	
LAND	25,000.00	
INFRASTRUCTURE	0.00	
BUILDINGS	1,131,753.35	
EQUIPMENT	44,941.41	
ACCUMULATED DEPRECIATION	(844,010.00)	<u>357,684.76</u>
TOTAL ASSETS		<u><u>\$576,764.01</u></u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE - Other		0.00
ACCOUNTS PAYABLE - Vendors	3,837.14	
ACCOUNTS PAYABLE - DHCD	0.00	
ACCOUNTS PAYABLE - Mod	58,564.45	62,401.59
ACCRUED LIABILITIES	4,000.00	
DEFERRED SUBSIDY	(3,342.00)	
DEFERRED CREDITS	0.00	
PREPAID TENANTS	2,422.00	
SECURITY DEPOSIT LIABILITY	971.35	4,051.35
OPEB LIABILITY	0.00	
DEFERRED OUTFLOWS	0.00	
DEFERRED INFLOWS	0.00	
UNFUNDED PENSION LIABILITY	0.00	0.00
RESIDUAL RECEIPTS	50,452.79	
OPERATING RESERVE	118.4% 102,173.52	152,626.31
OPERATING RESERVE - OPEB	0.00	
OPERATING RESERVE - RESTRICTED	0.00	0.00
DEPRECIATION	0.00	
FIXED ASSET RESERVE	357,684.76	<u>357,684.76</u>
TOTAL LIABILITIES AND SURPLUS		<u><u>\$576,764.01</u></u>

See Accountant's Report

ACCOUNT NUMBE CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	FACTOR OF PRO RATA	AVAIL. REMAIN. OF YEAR
OPERATING RECEIPTS						
3110 DWELLING RECEIPTS	216033	54008	57372	3364	106.23%	158661
3115 DWELLING RECEIPTS - SEC 8	0	0	0	0		0
3190 NONDWELLING RENT	0	0	0	0		0
3610 INTEREST INCOME	1200	300	498	198	166.06%	702
3690 OTHER INCOME	1200	300	0	-300	0.00%	1200
3691 OTHER INCOME - RETAINED	36000	9000	41169	32169	457.43%	-5169
3693 OTHER INCOME - NET METER	0	0	0	0		0
3801 OPERATING SUBSIDY	58890	14723	23342	8620	158.55%	35548
3920 RCTS SALE OF EQUIP	0	0	0	0		0
TOTAL OPERATING RECEIPTS	313323	78331	122381	44050	156.24%	190942
OPERATING EXPENDITURES						
ADMINISTRATIVE						
4110 SALARIES	0	0	0	0		0
4120 COMPENSATED ABSENCES	0	0	0	0		0
4130 LEGAL	2500	625	0	625	0.00%	2500
4140 MEMBERS COMP	0	0	0	0		0
4150 TRAVEL	800	200	0	200	0.00%	800
4170 ACCOUNTING SERVICES	5616	1404	1404	0	100.00%	4212
4171 AUDITING SERVICES	3750	938	0	938	0.00%	3750
4180 RENT	0	0	0	0		0
4190 SUNDRY ADMIN EXP.	57960	14490	17777	-3287	122.69%	40183
4191 RESIDENT ORGANIZATION	500	125	0	125	0.00%	500
TOTAL ADMIN EXPENSE	71126	17782	19181	-1400	107.87%	51945
UTILITIES						
4310 WATER	24500	6125	6171	-46	100.75%	18329
4320 ELECTRICITY	62000	15500	27960	-12460	180.39%	34040
4330 GAS	0	0	0	0		0
4340 FUEL	0	0	0	0		0
4360 NET METER UTILITY DEBIT	36000	9000	7049	1951	78.32%	28951
4391 SOLAR OPERATOR	36000	9000	2465	6535	27.39%	33535
4392 NET METERING	-72000	-18000	-9514	-8486	52.86%	-62486
4390 SEWER	0	0	0	0		0
TOTAL UTILITIES EXPENSE	86500	21625	34131	-12506	157.83%	52369
ORDINARY MAINTENANCE						
4410 LABOR	42101	10525	1309	9216	12.44%	40792
4420 MATERIALS AND SUPPLIES	16000	4000	1498	2502	37.45%	14502
4430 CONTRACT COSTS	29517	7379	5646	1733	76.52%	23871
TOTAL ORDINARY MAINTENANCE	87618	21905	8453	13451	38.59%	79165
GENERAL EXPENSES						
4510 INSURANCE	9275	2319	2999	-680	129.33%	6276
4520 PILOT	0	0	0	0		0
4540 EMPLOYEE BENEFITS	3304	826	113	713	13.66%	3191
4570 COLLECTION LOSSES	0	0	0	0		0
4580 INTEREST	0	0	0	0		0
TOTAL GENERAL EXPENSES	12579	3145	3112	33	98.95%	9467
TOTAL ROUTINE EXPENSES	257823	64456	64877	-421	100.65%	192946
NONROUTINE EXPENSES						
4610 NONROUTINE MAINTENANCE	14000	3500	7052	-3552	201.47%	6948
4611 EXPENDABLE EQUIPMENT	6000	1500	0	1500	0.00%	6000
7520 NONEXPENDABLE EQUIPMENT	0	0	0	0		0
7540 BETTERMENTS & ADDITIONS	0	0	0	0		0
TOTAL NONROUTINE EXPENDITURES	20000	5000	7052	-2052	141.03%	12948
TOTAL OPERATING EXPENSES	277823	69456	71929	-2473	103.56%	205894
NET OPERATING INCOME(DEFICIT)	35500	8875	50452	41577	568.48%	

See Accountant's Report

Schedule 1 - Analysis of Nonroutine Expenditures

Name of Local Authority PLAINVILLE HOUSING AUTHORITY			Fiscal Year Ending Date DECEMBER 31, 2024	
Locality PLAINVILLE, MA			Report for Period Ended MARCH 31, 2024	
Project Numbers 667			Program Number 400-1	
Dev Number	Job Description	Budgeted Cost	Actual Cost	Balance
	Extraordinary Maintenance - Account 4610			
	Apartment Rehab	14,000.00	7,051.57	6,948.43
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	variance	0.00	0.00	
	Total - Account 4610	14,000.00	7,051.57	6,948.43
	Expendable Equipment - Account 4611			
	Appliances	2,000.00		2,000.00
	Maintenance Equipment	2,000.00		2,000.00
	Administrative Equipment	2,000.00		2,000.00
				0.00
				0.00
				0.00
	variance	0.00	0.00	
	Total - Account 4611	6,000.00	0.00	6,000.00
	Nonexpendable Equipment - Account 7520			
				0.00
				0.00
				0.00
				0.00
				0.00
	variance	0.00	0.00	
	Total - Account 7520	0.00	0.00	0.00
	Property Betterments and Additions - Account 7540			
				0.00
				0.00
				0.00
				0.00
				0.00
	variance	0.00	0.00	
	Total - Account 7540	0.00	0.00	0.00

See Accountant's Report

PLAINVILLE HOUSING AUTHORITY
RECONCILIATION OF NET POSITION
FOR THE PERIOD ENDING 3/31/2024

BEGINNING OPERATING RESERVE	\$102,174
PRIOR YEAR ADJUSTMENT	\$0
RESTRICTED EXPENSES	\$0
GROSS OPERATING INCOME	\$122,381
OPERATING EXPENSES	(\$71,929)
CURRENT OPERATING RESERVE	<u>\$152,626</u>
BEGINNING UNFUNDED PENSION RESERVE	\$0
UNFUNDED PENSION EXPENSE	\$0
CURRENT UNFUNDED PENSION RESERVE	<u>\$0</u>
BEGINNING OPEB RESERVE	\$0
OPEB EXPENSE	\$0
CURRENT OPEB RESERVE	<u>\$0</u>
BEGINNING RESTRICTED RESERVE	\$0
RESTRICTED EXPENSES	\$0
CURRENT RESTRICTED RESERVE	<u>\$0</u>
CURRENT NET ASSET POSITION	<u>\$152,626</u>

See Accountant's Report

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Quarterly Operating Statement

Lha Name : Plainville Housing Authority

No. of Units : 40

Unit Months : 120

Quarter Ending : 3/31/2024

Program : 400-1

Fiscal Year Ending : 12/31/2024

Quarters Covered : 1

Line	ACCT	Classification	Approved Budget		Actual To Date	
			PUM	Amount	PUM	Amount
		<u>REVENUE</u>				
<u>1</u>	3110	Shelter Rent - Tenants	450.07	216033	478.1	57372
<u>2</u>	3111	Shelter Rent - Tenants - Fraud/Retroactive	0	0		
<u>3</u>	3115	Shelter Rent - Federal Section 8\MRVP One-time Leased up Rev.	0	0		
<u>4</u>	3190	Nondwelling Rentals	0	0		
<u>5</u>	3400	Administrative Fee - MRVP	0	0		
<u>6</u>	3610	Interest on Investments - Unrestricted	2.5	1200	4.15	498
<u>7</u>	3611	Interest on Investments - Restricted	0	0		
<u>8</u>	3690	Other Revenue	2.5	1200		
<u>9</u>	3691	Other Revenue - Retained	75	36000	343.08	41169
<u>10</u>	3692	Other Revenue - Operating Reserves	0	0		
<u>11</u>	3693	Other Revenue - Energy Net Meter	0	0		
<u>12</u>	3801	Operating Subsidy - EOHLIC (4001)	123.73	59390	194.52	23342
<u>13</u>	3802	Operating Subsidy - MRVP Landlords	0	0		
<u>14</u>	3803	Restricted Grants Received	0	0		
<u>15</u>	3920	Gain/Loss From Sale/Disp. of Prop.	0	0		
<u>16</u>	3000	TOTAL REVENUE	653.8	313823	1019.84	122381
		<u>EXPENSES</u>				
<u>17</u>	4110	Administrative Salaries	0	0		
<u>18</u>	4120	Compensated Absences	0	0	0	0
<u>19</u>	4130	Legal	5.21	2500		
<u>20</u>	4140	Members Compensation	0	0		
<u>21</u>	4150	Travel & Related Expenses	1.67	800		
<u>22</u>	4170	Accounting Services	11.7	5616	11.7	1404
<u>23</u>	4171	Audit Costs	7.81	3750		
<u>24</u>	4180	Penalties & Interest	0	0		
<u>25</u>	4190	Administrative Other	120.75	57960	148.13	17776
<u>26</u>	4191	Tenant Organization	1.04	500		
<u>27</u>	4100	TOTAL ADMINISTRATION	148.18	71126	159.83	19180
<u>28</u>	4310	Water	51.04	24500	51.43	6171
<u>29</u>	4320	Electricity	129.17	62000	233	27960
<u>30</u>	4330	Gas	0	0	0	0
<u>31</u>	4340	Fuel	0	0	0	0
<u>32</u>	4360	Net Meter Utility Debit/Energy Conservation	75	36000	58.74	7049
<u>33</u>	4390	Other	0	0	0	0
<u>34</u>	4391	Solar Operator Costs	75	36000	20.54	2465
<u>35</u>	4392	Net Meter Utility Credit (Negative Amount)	-150	-72000	-79.28	-9514
<u>36</u>	4300	TOTAL UTILITIES	180.21	86500	284.43	34131
<u>37</u>	4410	Maintenance Labor	87.71	42101	10.91	1309
<u>38</u>	4420	Materials & Supplies	33.33	16000	12.48	1498
<u>39</u>	4430	Contract Costs	61.49	29517	47.05	5646
<u>40</u>	4400	TOTAL MAINTENANCE	182.54	87618	70.44	8453
<u>41</u>	4510	Insurance	19.32	9275	24.99	2999

(16)

<u>42</u>	4520	Payment in Lieu of Taxes	0	0		
<u>43</u>	4540	Employee Benefits	6.88	3304	0.94	113
<u>44</u>	4541	Employee Benefits - GASB 45	0	0		
<u>45</u>	4542	Pension Expense - GASB 68	0	0		
<u>46</u>	4570	Collection Loss	0	0	0	0
<u>47</u>	4571	Collection Loss - Fraud/Retroactive	0	0	0	0
<u>48</u>	4580	Interest Expense	0	0		
<u>49</u>	4590	Other General Expense	0	0		
<u>50</u>	4500	TOTAL GENERAL EXPENSES	26.21	12579	25.93	3112
<u>51</u>	4610	Extraordinary Maintenance	29.17	14000	58.77	7052
<u>52</u>	4611	Equipment Purchases - Non Capitalized	12.5	6000		
<u>53</u>	4612	Restricted Reserve Expenditures	0	0		
<u>54</u>	4715	Housing Assistance Payments	0	0		
<u>55</u>	4801	Depreciation Expense	0	0	0	0
<u>56</u>	4600	TOTAL OTHER EXPENSES	41.67	20000	58.77	7052
<u>57</u>	4000	TOTAL EXPENSES	578.8	277823	599.4	71928
<u>58</u>	2700	NET INCOME (DEFICIT)	75	36000	420.44	50453
		<u>CAPITAL EXPENDITURES</u>				
<u>59</u>	7520	Replacements of Equip. - Capitalized	0	0		
<u>60</u>	7540	Betterments & Additions - Capitalized				
<u>61</u>	7500	TOTAL NONOPERATING EXPENDITURES			0	0
<u>62</u>	7600	EXCESS REVENUE OVER EXPENSES			420.44	50453

Lha Name : Plainville Housing Authority

No. of Units : 40 Unit Months : 120

Quarter Ending : 3/31/2024

Program : 400-1

Fiscal Year Ending : 12/31/2024

Quarters Covered : 1

Balance Sheet

Lha Name : Plainville Housing Authority

Quarter Ending : 3/31/2024

Program : 400-1

Fiscal Year Ending : 12/31/2024

Quarters Covered : 1

Line No.	ACCT NO.	Classification	Amount
<u>ASSETS</u>			
<u>CASH</u>			
<u>1</u>	1111	Cash Development or Modernization Fund - Unrestricted	
<u>2</u>	1111.1	Cash Development or Modernization Fund - Restricted	
<u>3</u>	1112	Cash Administration Fund - Unrestricted	136788
<u>4</u>	1112.1	Cash Administration Fund - Restricted	
<u>5</u>	1113	Cash - Escrow	
<u>6</u>	1114	Security Deposits	
<u>7</u>	1114.1	Pet Deposits	160
<u>8</u>	1117	Petty Cash	
<u>9</u>	1118	Change Fund	
			<u>Total Cash</u>
			136948
<u>ACCOUNTS RECEIVABLE</u>			
<u>10</u>	1121	Federal and EOCD - Section 8 Subsidy - Shelter Rent	
<u>11</u>	1122	Tenants Accounts Receivable	1936
<u>12</u>	1123	Allowance for Doubtful Accounts - Dwelling Rents	-454
<u>13</u>	1124	Accounts Receivables - Fraud/Retroactive	1815
<u>14</u>	1124.1	Fraud/Retroactive - Contra	-1815
<u>15</u>	1125	Accounts Receivable Subsidy	32585
<u>16</u>	1129	Accounts Receivable - Other	6417
<u>17</u>	1130	Interprogram Due From	
<u>18</u>	1131	Allowance for Doubtful Accounts - Other	
<u>19</u>	1145	Accrued Interest Receivable	
			<u>Total Accounts Receivable</u>
			40484
<u>INVESTMENTS</u>			
<u>20</u>	1162	Investments - Unrestricted	34209
			<u>Total Investments</u>
			34209
<u>DEFERRED CHARGES</u>			
<u>21</u>	1211	Prepaid Expenses	7439
<u>22</u>	1212	Inventory/Net - Supplies and Fuel	
<u>23</u>	1290	Deferred Charges - Other	
<u>24</u>	1291	Deferred Outflows of Resources (GASB 68 related)	
			<u>Total Deferred Charges</u>
			7439
<u>FIXED ASSETS</u>			
<u>25</u>	1400.2	Cost Control Account - Development/Modernization	
<u>26</u>	1401	Land	25000
<u>27</u>	1402	Building and Building Improvements	1131753
<u>28</u>	1403	Furniture, Equipment and Machinery - Dwellings	
<u>29</u>	1404	Other Equipment - Administration/Maintenance	44941
<u>30</u>	1405	Leasehold Improvements	
<u>31</u>	1406	Accumulated Depreciation	-844010
<u>32</u>	1407	Infrastructure	
<u>33</u>	1408	Capital Leases	
			<u>Total Fixed Assets</u>
			357684
			<u>TOTAL ASSETS</u>
			576764

<u>LIABILITIES AND EQUITY</u>			
		<u>ACCOUNTS PAYABLE</u>	
<u>34</u>	2106	Bank Overdraft	
<u>35</u>	2111	Accounts Payable <= 90 Days	3837
<u>36</u>	2111.1	Accounts Payable > 90 Days Past Due	0
<u>37</u>	2112	Contract Costs	
<u>38</u>	2114	Tenants Security Deposits	
<u>39</u>	2114.1	Pet Deposits	971
<u>40</u>	2115	Bid Deposits	
<u>41</u>	2117	Employee's Payroll Deductions	
<u>42</u>	2118	Accounts Payable - Subsidy Overpayment	
<u>43</u>	2119	Accounts Payable - Interfund	58564
<u>44</u>	2120	Accounts Payable - Other	
		<u>Total Accounts Payable</u>	63372
		<u>ACCRUED LIABILITIES</u>	
<u>45</u>	2130.2	Accrued Contingent Liability	
<u>46</u>	2135	Accrued Compensated Absences - Current Portion	
<u>47</u>	2137	Payment in Lieu of Taxes (PILOT)	
<u>48</u>	2138	Accrued Payroll	
<u>49</u>	2139	Accrued Liabilities - Other	4000
<u>50</u>	2140	Accrued Pension Liability (GASB 68 related)	
		<u>Total Accrued Liabilities</u>	4000
		<u>DEFERRED CREDITS</u>	
<u>51</u>	2240	Tenants Prepaid Rents	2422
<u>52</u>	2290	Undistributed Credits	
<u>53</u>	2291	Deferred Revenue - Subsidy	-3342
<u>54</u>	2292	Deferred Revenue - Other	
<u>55</u>	2293	Deferred Inflows of Resources (GASB 68 related)	
		<u>Total Deferred Credits</u>	-920
		<u>NOTES PAYABLE</u>	
<u>56</u>	2299	Notes Payable Capital Borrowings - Current Portion	
<u>57</u>	2299.1	Notes Payable Operation Borrowings - Current Portion	
		<u>Total Notes Payable</u>	0
		<u>NON-CURRENT LIABILITIES</u>	
<u>58</u>	2301	Notes Payable Capital Borrowings - Non-Current Portion	
<u>59</u>	2301.1	Notes Payable Operating Borrowings - Non-Current Portion	
<u>60</u>	2335.01	Accrued Compensated Absences - Non-Current Portion	
<u>61</u>	2339	Other Non-Current Liabilities	
<u>62</u>	2339.1	Accrued GASB 45 Liability	
<u>63</u>	2339.2	Accrued GASB 68 Liability	
		<u>Total Non-Current Liabilities</u>	0
		<u>EQUITY (NET ASSETS)</u>	
<u>64</u>	2700	Net Income (Deficit)	50453
<u>65</u>	2802	Invested in Capital Assets, net of Related Debt	357685
<u>66</u>	2805	Net Assets - Restricted	
<u>67</u>	2806	Net Assets - Unrestricted (excluding GASB 45 and GASB 68)	102174
<u>68</u>	2806.1	Net Assets - Unrestricted for GASB 45	
<u>69</u>	2806.2	Net Assets - Unrestricted for GASB 68	
		<u>Total Equity (Net Assets)</u>	510312
		TOTAL LIABILITIES AND EQUITY	576764



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Karen Spiewak- Commissioner
Andrew LaBerge- Commissioner

Paul M. Dumouchel – Management Agent

PROJECT UPDATE

238045 Phase 1 Door Hardware Project

Motion to affirm the email vote granting the Management Agent authorization to enter into a contract with Setronics Corp. in the amount of \$64,411.00.

Awaiting project kickoff meeting

238046 GFI Installation

Awaiting bidding schedule

140 East Bacon Street, Plainville, MA 02762 Ph: (508) 699-4212 Fax: (508) 699-7408

Email: pmd@attleborohousing.org

<http://www.plainvilleha.org>

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Memorandum: GC Recommendation

PLAINVILLE HOUSING AUTHORITY

JMBA #2404

DOOR HARDWARE REPLACEMENT, EOHLC #238045

To:	Paul Dumouchel	Attleboro Housing Authority	Overseeing Director
From:	Rob Smith	JM Booth & Associates, Inc.	Architect
cc:	Joe Hardenbergh	RCAT	Project Manager
Date:	April 26, 2024		

Please distribute as required within your office.

On April 24, 2024, General Bids were publicly opened by BidDocs Online for the above referenced project. There were a total of two (2) bids. The lowest bid was by Setronics Corp of North Billerica, MA. We have spoken with several references from the bidder's reference forms, asking questions about timeliness, working within budget and overall quality of work and satisfaction. We also have heard from Robert Penagos from the Taunton Housing Authority, saying that Setronics' work was "done very well and finished in a timely manner." Overall, the feedback indicates that Setronics Corp has performed reliably on these past projects.

Based on the input from the references, we find no objection to Setronics Corp's bid of \$64,411 if the Housing Authority chooses to accept it.

Sincerely,

Robert E. Smith, AIA, NCARB

Vice President

JMBA+ Architects

Attachments: Reference Check Log; Bid tab

JM Booth & Associates Inc.
 628 Pleasant St., Suite 428
 New Bedford, MA 02740

Tel no. 508-999-6220
 Fax no. 508-990-1265
 www.jmba-architects.com



Reference Check Log- Status 4/26/2024

Project Name:	Plainville Housing Authority – Door Hardware replacements	JMBA Project Number:	2404
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Date: 4/26/2024 Subject: Setronics Corp

Reference: Michael Gormley –
Montachusett Reg Voc-Tec placing: Molly Conner

RE: Installation of multisensors cameras

DISCUSSION: The reference stated that Setronics Corp did all their own work and was easy to work with. They were courteous to all staff and students that they encountered. The project was not completed on time because there were network issues that did not allow for connection. The project was completed on budget. There were no issues with paperwork. Setronics Corp maintained a clean work area. The reference stated that they are already working with Setronics Corp on another project.

Date: 4/26/2024 Subject: Setronics Corp

Reference: John Askley –
Old Rochester Regional HS placing: Molly Conner

RE: NVR and Camera upgrade

DISCUSSION: The reference stated that Setronics Corp did not use sub-contractors. Setronics Corp was easy to work with. They were always courteous and respectful. The project was completed on time and on budget. Paperwork was straight forward. Setronics Corp maintained a clean work area. The reference stated that they would work with them again.

4/24/2024

Subject: Setronics Corp

Date:

Reference: Devlyn House –
Attleboro Housing Authority placing: Molly Conner

RE: Verkada Surveillance System at Hilltop Terrace + at Seekonk Housing Authority

DISCUSSION: The reference stated Setronics Corp did not use any sub-contractors. All work was done in house. Setronics Corp was very easy to work with as far as explaining what and why they are doing in a timely manner. Great communication. Setronics staff members were nothing less than exceptional with all the staff they dealt with. Both jobs that Setronics worked on were done before the anticipated date. The 1st project was completed ahead of schedule even after rain delays. Their work is efficient. Setronics worked with us in detail to adjust the budget down with various options of equipment and saved us money before the job started. They did not go over budget on either job. Their paperwork was easily understandable and met all deadlines with submissions. The company worked predominantly outside but left no mess anywhere they were. The reference stated that they would be happy to work with the Setronics staff again. In addition, the reference stated that overall, this company has been nothing less than extraordinary for us. They have helped us in every way from design to warranty with zero issues the whole way through.

4/25/2024

Subject: Setronics Corp

Date:

Reference: Bobbi Richards –
Falmouth Housing Authority placing: Molly Conner

RE: Security Camera Project – Rose Morin Apartments

DISCUSSION: The reference stated that they worked with Setronics Corp on the above-mentioned project and that the project was completed in November 2022. The reference felt that Setronics might not have worked with many government agencies. During the project there were several issues that the reference felt should not have been a problem. Beyond that, the reference did not feel comfortable answering detailed questions. The reference added that they do not want to cost Setronics Corp any work opportunities because with more experience they could improve.

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General Bid Log

Date: 04/24/2024 at 10:24AM EDT
Page 1 of 1

BDO Project B24-X16P
Plainville Housing Authority
Door Hardware Replacement, 667-1
Client Project #238045

Bidder	Base Bid	Alternates	Final Bid	Status
Setronics Corp 5 Executive Park Drive North Billerica, MA 01862	\$64,411.00		\$64,411.00	—
Stutman Contracting, Inc. 18 Sutton Avenue Oxford, MA 01540	\$145,590.00		\$145,590.00	—

(24)



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Dana Cooper – Commissioner
Karen Spiewak- Commissioner
Andrew LaBerge- Commissioner**

Paul M. Dumouchel – Management Agent

A Warm Welcome to Charles Cooper

Charles “Chuck” Cooper joined the Plainville Housing team on Tuesday May 7, 2024. He comes to us after a stint on the Maintenance Team of the Attleboro Housing Authority, where he gained the admiration from residents for his friendly demeanor and dedication to his duties.

Prior to Attleboro Housing, Chuck worked as a custodian for the Town of North Attleboro , where he was liked by all.

Please join me in welcoming Chuck to Plainville.



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF HOUSING &
 LIVABLE COMMUNITIES**

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus Jr., Secretary

Public Housing Notice 2024-06

To: Local Housing Authority Executive Directors
 From: Ben Stone, Undersecretary of Public Housing and Rental Assistance
 Subject: Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
 Date: April 30, 2024

I am pleased to announce that the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) has pre-qualified eight (8) Certified Public Accounting (CPA) firms to contract with Local Housing Authorities (LHAs) to perform the annual Agreed Upon Procedures (AUP) review of housing authority financial records for state-aided public housing programs. Effective immediately, LHAs may begin contracting with any of the firms listed below to perform the AUP. Firms that are not on the list below are not eligible for selection by an LHA, except in the situation where an LHA already has a federal uniform audit firm and wants to use that same firm for the state AUP. In that one situation, the LHA may use their uniform audit firm for the AUP, whether that firm has been pre-qualified by EOHLC or not.

Also, please be reminded that CPA firms cannot perform the AUP for any LHA that the firm currently provides accounting services (fee Accounting) for or have done so within the past three (3) years. In addition, LHAs are required to change the CPA firm used to conduct their AUP after five (5) years. Some LHAs will therefore need to change firms in the coming year(s).

Firms that are pre-qualified will remain so until November 30, 2026, with two (2) one-year extensions possible at the discretion of EOHLC. At that time, EOHLC may require that vendors resubmit their qualifications through the same or a similar pre-qualification process.

If you have any questions or need additional information, please contact Ayo Yakubu-Owolewa at ayo.yakubu-owolewa@mass.gov or 617-573-1233.

LIST OF FIRMS:

<i>Name</i>	<i>Address</i>	<i>Email</i>	<i>Phone Number</i>
Gary Depace, CPA	212 Main Street Suite D Monson MA 01057	gary@depance.com	413-267-5223

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Lisa Fallon, CPA	212A Main Street Monson MA 01057	<u>lfallon@lisafalloncpa.com</u>	413-893-9585
CliftonLarsonAllen LLP	Two International Place 22nd Floor Boston MA 02110	<u>jennifer.cook@CLAconnect.com</u>	617-984-8187
Thomas G. Flaherty, CPA	817 Washington Street, Ste 201 Braintree, MA 02184	<u>tom@tomflahertycpa.com</u>	781-843-2011
Marcum	100 Westminster Street, Suite 500 Providence, RI 02903	<u>Michael.Guyder@marcumllp.com</u>	401-600-4500
Maletta & Company, CPAs	43 Enterprise Drive Bristol CT 06010	<u>jason@malettacompany.com</u>	(860) 582-6715 x 120
Fenton, Ewald & Associates PC	280 Hillside Avenue Needham MA 02492	<u>tewald@feacpa.com</u>	Office: (781) 444-6630
Rodney Jean- Baptiste, CPA	842 Morton Street Boston, MA 02126	<u>rodney@financetec.com</u>	(617) 379-3372



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Andrew LaBerge- Commissioner

Paul M. Dumouchel – Management Agent

May 2024

Resident Service Coordinator Monthly Report

Dear Board of Commissioners,

I am excited to share the latest developments and future plans within our Resident Service Coordinator (RSC) program at the Plainville Housing Authority.

Assisting Struggling Tenants: I am actively supporting residents facing challenges by ensuring they have access to essential resources. For instance, I regularly guide two struggling residents to the food pantry, ensuring they receive necessary provisions. Moreover, I coordinate their medical appointments to ensure they receive comprehensive healthcare. Collaborating closely with protective services, I am committed to addressing all aspects of their needs effectively.

Success with Hessco and Bristol Elder Services: Our partnership with Hessco and Bristol Elder Services has yielded significant benefits. Three residents from 140 East Bacon Street now receive essential services like Meals on Wheels, greatly improving their quality of life. This collaboration has been invaluable in enhancing the well-being of our residents.

Inclusive Health Coalition Membership: I am proud to announce my membership in the Mansfield ADA Inclusive Health Coalition (IHC). This committee focuses on shaping a more inclusive experience for everyone in town through initiatives like Mansfield's ADA Self-Evaluation & Transition Plan. Working alongside Amy Donovan-Palmer active agent from the Board of Health Department, our first meeting is scheduled for Monday, May 13th, from 5:30 pm to 7:00 pm at the Mansfield Library.

Certification and Ambassadorship: I am pleased to share that I am now a certified mediator and serve as an ambassador for the Greater Brockton Center for Dispute Resolution. Additionally, I have applied for advanced certification in harassment prevention orders, enhancing my ability to address community issues effectively and I have just been approved to begin my training and classes dates will be shared once given.

Certification Progress: I have made significant progress in my certification journey, having completed my federal training, and needing only three more courses to become a certified Resident Service Coordinator.

140 East Bacon Street, Plainville, MA 02762 Ph: (508) 699-4212 Fax: (508) 699-7408

Email: pmd@attleborohousing.org

<http://www.plainvilleha.org>

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Upcoming Events at MHA:

- May: Our Gardening Club President will lead a flower arrangement activity, fostering community spirit and celebrating spring.
- June: We will host the Social Security Administration, providing valuable information for seniors, along with a rock-painting activity.
- July: Introduction of GATRA transportation services, facilitating mobility for our elderly and disabled residents, including on-site ID creation.
- August: Sevita Health will present their in-home services, benefiting our residents with new options.
- September: Educational sessions by Deonna Abrams will guide seniors through the Medicare process, ensuring they understand and access essential healthcare services.

In addition to these updates, I am pleased to inform you that I have successfully facilitated the permanent removal of a transient individual, who had been repeatedly removed from the property by the Plainville Police Department. I also assisted them in accessing detox services, contributing to their well-being. Furthermore, all flowers for our upcoming activities have been generously donated by Stop & Shop, adding a cheerful touch to our community initiatives.

I remain committed to delivering exceptional service and support to all individuals under our care.

Sincerely,

Chyvonn Miller
Resident Service Coordinator
Plainville Housing Authority