

Plainville Housing Authority  
Minutes  
March 20, 2025

A regular meeting of the Plainville Housing Authority was held on Thursday, March 20, 2025 at 140 East Bacon Street in the Community Room. Commissioner Cooper called the meeting to order at 6:00 PM.

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

Absent: None

- I. Approval of Minutes February 20, 2025
  - a. Motion made by Commissioner LeBerge to approve February 20 minutes.
  - b. Motion seconded by Commissioner Cooper.
  - c. Motion approved 3-0; 1 abstention
  
- II. Approval of Check Warrant #24, #25, and #26
  - a. Motion made by Commissioner Cooper to approve Check Warrant #24 in the amount of \$35,888.19.
  - b. Motion seconded by Commissioner LeBerge
    - i. Question from the board about the Pet Deposit; Management Agent explained Pet Deposit account.
  - c. Motion approved 4-0
  
  - d. Motion made by Commissioner Cooper to approve Check Warrant #25 in the amount of \$35,729.71.
  - e. Motion seconded by Commissioner Spiewak.
  - f. Motion approved 4-0.
  
  - g. Motion made by Commissioner Cooper to approve Check Warrant #26 in the amount of \$61,513.16.
  - h. Motion seconded by Commissioner LaBerge.
    - i. Management Agent briefly discussed Montiero project payment.
  - i. Motion approved 4-0.
  
- III. Management Agent Report
  - a. Financial Report January 2025
    - i. Statement is only through January; reserves healthy.
  - b. Project Update
    - i. Door project – We have a low bidder = Pasek security; architect recommends we go with Pasek since they have several positive references
    - ii. Motion made by Commissioner Cooper to enter into contract with Pasik \$112,679.
    - iii. Motion seconded by Commissioner LaBerge.
    - iv. Motion approved 4-0.

- c. Approval of email vote on Substantial and Final Completion of GFI Project
  - i. Motion made by Commissioner LaBerge to affirm email vote.
  - ii. Motion seconded by Commissioner Spiewak.
  - iii. Motion approved 4-0.
- d. Maintenance Completed Work Order Report
  - i. Management Agent complimented Devlyn's efforts in Richard's temporary absence.
  - ii. Richard will be returning after Easter.
- e. Vacancy Report
  - i. 2 vacancies, lists have been pulled in CHAMP.
  - ii. Management Agent stated that landlord references now only need to be a 3-year history instead of 5 years which should make the process of filling units easier.
- f. Resident Meeting Recap
  - i. 10-12 people in attendance; no major problems.

IV. Old Business - None

V. New Business

- a. Landscaping Estimate
  - i. A good quote has been obtained: Giambanco Landscaping \$6580
  - ii. Motion made by Commissioner Cooper to approve contract with Giambanco Landscaping for spring clean-up.
  - iii. Motion seconded by Commissioner Spiewak.
    - 1. Brief discussion on resident flower beds, which will be taken care of in-house, not in the landscaping project.
  - iv. Motion approved 4-0.

VI. Unforeseen items arising within 48 hours of the meeting

- a. Siding replacement project
  - i. List of bids; Northeast Construction is the lowest bidder; in the process of acquiring references; one concern being researched by the architect based on past experience with the company.
  - ii. Motion made by Commissioner LaBerge to approve contract for NE Construction or the lowest responsible bidder.
  - iii. Motion seconded by Commissioner Cooper.
    - 1. Management agent stated that there is much interest in this job; good response level from bidders.
    - 2. Commissioner Rogers asked about prices going up; Commissioner Cooper pointed out how close the low bids are; Management Agent stated that the architect is in contact with NE Construction to be sure they stand by the bid.
    - 3. Commissioner Spiewak asked why there are no alternatives; Devlyn stated that this project doesn't have backup supplies so no alternatives are needed.

- iv. Motion approved 4-0.
- b. EOHLC award - \$73,798.92 for fiscal year 2028
  - i. Motion made by Commissioner Spiewak to approve funds.
  - ii. Motion seconded by Commissioner LaBerge.
  - iii. Motion approved 4-0.

VII. Board comments

- a. Commissioner Spiewak asked about the trash policy; Management Agent stated that it will be on the agenda for the April meeting.
- b. Discussion on fire department approval before patio furniture is put out.
- c. Commissioner Rogers reminded residents to call the office with unit issues and not to bring them up during resident meetings as that is not the purpose of the meetings.

VIII. Tenant Comments

- a. A resident asked when the siding project would start; Management Agent explained that first a bidder needs to be accepted, and then the project needs to be mapped out; the project will start relatively soon.

IX. Adjourn

- a. Motion made by Commissioner Cooper to adjourn.
- b. Motion seconded by Commissioner LaBerge.
- c. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Paul M. Dumouchel  
Executive Director