

Plainville Housing Authority  
Minutes  
December 18, 2025

A regular meeting of the Plainville Housing Authority was held on Thursday, December 18, 2025 at 140 East Bacon Street in the Community Room. Commissioner Kenney called the meeting to order at 6:00 PM.

Present: Dana Cooper, Alex Kenney, David Fine and Andrew LaBerge (arrived at 6:01)

Absent: None

- I. Approval of Minutes October 16, 2025
  - a. Motion made by Chair Cooper to approve the October 16, 2025 meeting minutes.
  - b. Motion seconded by Commissioner Fine.
  - c. Motion approved 3-0.
  
- II. Approval of Check Warrants #34 and #35
  - a. Motion made by Chair Cooper to approve Check Warrants #34 and #35.
  - b. Motion seconded by Commissioner Fine.
  - c. Motion approved 3-0
  
- III. Consideration and Approval of the FY2026 Budget
  - a. Fee Accountant Dan Robillard gave an overview of the FY2026 Budget, highlighting a 5% increase in operating funds from the state, 3% salary increase for maintenance staff, and an explanation of the reserve funds and how they are used.
    - i. Chair Cooper inquired if the 3% increase for maintenance staff was built into the budget as presented; Fee Accountant confirmed it was.
    - ii. Chair Cooper inquired how overtime for maintenance was calculated; Fee Accountant explained the process.
  - b. Motion made by Commissioner Kenney to approve the FY2026 Budget as presented.
  - c. Motion seconded by Chair Cooper.
  - d. Motion approved 4-0.
  
- IV. Management Agent Report
  - a. Financial Report 10/31/2025 – report given by Fee Accountant
    - i. Reserves are good; having a great year due to low maintenance costs.
  - b. Vacancy Report
    - i. 2 vacancies currently; maintenance in process of working on the units and administration is evaluating applicants through CHAMP
  - c. 2026 Property Insurance Acknowledgement
    - i. Management Agent reported no increase in costs this year due to less claims having been made overall.
    - ii. Chair Cooper signed the insurance agreement.
  - d. Completed Work Order Report – included in Board packet for review

- e. Project Update
  - i. Project #238045 – Door Locks project has been completed
  - ii. Motion made by Commissioner Kenney to approve Substantial and Final Completion.
  - iii. Motion seconded by Chair Cooper.
  - iv. Motion approved 4-0.
- f. Mailbox Installation Update
  - i. Maintenance Supervisor Devlyn stated that the new boxes have been installed and new locks and keys will be done by the Post Office; keys will not be shared with Plainville maintenance staff.
  - ii. Numbers on boxes will be put on and residents will be assigned a box number and key; residents will be given notice when boxes are ready; currently no timeline on key distribution.
  - iii. Commissioner Fine inquired about a roof over the boxes for bad weather; the Management Agent stated he will look into it.
  
- V. Old Business
  - a. Update on State-Appointed Board Member – Maria Mackey’s application is still under review.
  - b. Community Preservation Committee Update – Commissioner Kenney stated there will be a meeting in January and he will keep the Board updated on meeting happenings.
  
- VI. New Business – None
  
- VII. Questions and Comments
  - a. Board Comments
    - i. The Management Agent asked Commissioner LaBerge about his intentions for running again since his term is almost up; Commissioner LaBerge stated that he hasn’t decided and that the Town Clerk also reached out to him.
  - b. Resident Comments
    - i. A resident asked about doors not latching; Devlyn stated he would make a work order and advised residents to call in work orders as needed.
  
- VIII. Adjourn
  - a. Motion made by Commissioner Kenney to adjourn.
  - b. Motion seconded by Commissioner LaBerge.
  - c. Motion approved 4-0.
  - d. Meeting adjourned at 6:33 p.m.

Respectfully submitted,

Paul M. Dumouchel  
Executive Director