

PLAINVILLE HOUSING AUTHORITY

REGULAR MEETING

September 17, 2019

SUNSET COMMUNITY ROOM

5:30 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddan, E. Pires, D.Tino, D. Coughlin (arrived late, by phone)

ABSENT: None

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary

VISITORS: Annick Smith-Therrien, S16, William Ryan, CPA

I. ROLL CALL

All commissioners were present. David Coughlin by phone for Executive Session.

A motion was made by: R. Sheddan to add Financials, 2nd Quarter to the meeting agenda.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes

II. MINUTES

A motion was made by: E. Pires to approve the regular meeting minutes from June 18, 2019.

Seconded by: R. Sheddan

All in Favor 4 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

Annick Smith commented on how great the staff is at the Plainville Housing Authority.

IV. 2nd QUARTER FINANCIAL REPORT

William Ryan went over the report.

A motion was made by: R. Sheddan to accept the Financial Report.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

- C57, S9, W10, W30 & W43

RENT COLLECTIONS

- 100% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- W3 Snaked kitchen sink drain line

Wayne Sharp Plumbing

- C72 installed new wax seal
- W39 replace wax gasket on toilet

Joe D'Amato

- S30 repair shower threshold area

Advanced Power Services

- Preventative Maintenance Generators

JR Heating & Cooling

- S34, W18, S39, C74 & C55 repair heat pumps

Wright Way Construction

- W1 paint ceiling
- C51 repair hallway door
- W24 repair exterior door

Michael Sloane Remodeling

- W15 paint apt

LaBella Paving

- S39 install ramp

Bristol Pest Control

- Quarterly Service
- W22, C66, C71, S15, S39 & S30 exterminate for ants and or beetles
- C71 Exterminate for bugs

John & Jayson

- C56,C66, C71 & S22 reset remote
- W27 &W29 cleaned inside and outside of a/c drain
- S1 installed new light over kitchen sink
- W9 removed stickers off mail box
- W48 installed new drawer slide, repaired wood frame and drawer bottom
- C68,W20 &W50 installed new light fixture
- S31,W38 installed 4 new burners on stove
- S31, W25,W27 & W38 installed new drip pans
- S30 & C71 gave new mesh basket
- S41 installed new drawer glides on 4 drawers
- S22 installed new 3way light switch
- S21 cleaned back door and glass, painted back door with M-1 treatment
- S18 installed new kitchen faucet
- S18 installed 2 new cartridges in bathroom faucet
- S4 repaired kitchen vent fan
- S4 painted ceiling around fan
- S5,S8, S27, C62 &W9 installed new screen
- S18,S34,C62, W13,W17, W33, W35,W40 7W50 installed new shade
- C55,C75, C78, S22 &S29 installed new batteries in a/c remotes
- C63 &S30 lowered temp on hot water heater
- C70 installed new Anderson window operator handles
- C73 installed new storm door handle
- C78 installed new drawer slides
- C51 installed new blinds
- Around property removed branches behind heat pump
- S9,W4, W33 &W34 snaked and plunged toilet
- S4, C71, S30 &W11 installed new storm door closure
- W27 cleaned a/c lines
- S25 painted storm door

- S25 installed new cap bolts on toilet
- C69 installed new vent fan in bathroom
- S7 & S30 cleaned heat pump
- S1 installed new thermostat
- S39, W50 reset breaker
- W42 removed down spout to release bird
- W3 snaked bath tub drain and main line
- W8 cleaned and refinished kitchen sink
- W10 installed new lock and handle on storm door
- W11 installed new diverator and tub spout
- W17 repaired wall and painted 2 walls
- W21 removed mold from door, painted door with M-1 treatment
- W38 adjusted striker plate and weather stripping on front door
- W39 installed new storm door bottom and storm door sweep
- S7 Sunset Laundry repaired kickplate on door
- S33 rebuilt toilet tank
- W46 installed new filters
- W18 installed new clothesline
- S6 sprayed for bugs by trash cans
- S10 & S32 installed new refrigerator
- C58 C79 repaired 2 closet doors installed new track and hardware
- W6 installed new shower head
- C52 installed new diverator
- Power washed buildings at Woodmoor
- W21 installed weather stripping on front door
- S7 patch hole by Sunset Office door
- W6 repaired shower head
- C58 gave resident new strainer
- C65, C71, S30 & C80 snaked kitchen sink and main line
- S1, S2, S20 & W38 installed new toilet seat
- S12, S29, W33 & W37 cleaned a/c filters
- W17 repaired storm door and glass in door
- W5 snaked and plunged toilet and installed new handle on toilet
- C65 & W33 installed new stove
- S31 installed new pop up and "P" trap in bathroom sink
- W9 & W27 installed new burner on stove
- C61 filled in sink hole by clothesline
- W4 reset lights
- S20 repaired kitchen faucet
- W20 installed new door closure, new weather stripping & repaired door knob
- W1 removed big bush by back door
- S1 repaired front door and striker plate
- W28 removed window repaired window and frame rehung window
- S16 installed new ring around smoke detector
- S30 repaired door, adjusted weather stripping, and adjusted striker plate, shimmed behind hinge
- W13 snaked kitchen sink and bath tub

- S1 Installed new hot water supply line, replaced kitchen faucet and washer connection
 - W20 repaired bath room door
 - C67 snaked bath tub, sink and main sewer line
 - W17 snaked bathroom sink
 - W17 adjusted refrigerator doors
 - S6 cleaned kitchen sink drain
 - S6 snaked drain and main line
 - W6 installed new diverator and new tub stopper
 - W4 installed new wax ring
 - S4 gave new remote for heat pump
 - S11 repaired back door and adjusted striker plate
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- On Tues., June 20th we took our residents on a bus trip to the Christmas Tree Shops and Panera Bread. It was enjoyed by all. Our next bus trip is going to be on Wed. Sept 25th we will be going to Lyman Orchards.
 - On Wed., July 17th we had our annual picnic and bingo for our residents. It was enjoyed by all.
 - On Aug 1st we had Cintas Fire Protection here to do our annual Fire Extinguishers Inspections.
 - On Aug 12th & Aug 13th we had our Financial Audit completed by Hoyt, Filippetti & Malaghan for 2018.
 - On Aug, 19th Aug 21st & Aug 28th we had HRA here to do Energy Assistance for our Residents.
 - On Wed., Sept 11th Debra Olson from CHFA was here to do here Site Visit of the Plainville Housing Authority. I will let you know at the next board meeting the results from the Site Visit.
 - We just received the award from the Housing Authority Insurance Group as the recipient of the Low Loss Ratio Award for the 2015 – 2017 policy years.

A motion was made by: E. Pires to approve the Executive Director and Maintenance Report.

Seconded by: R. Sheddan

All in Favor 4 to 0

Motion Passes

VI. UNFINISHED BUSINESS

- A. Small cities grant was submitted. Linda should find out if we are approved soon.

VII. NEW BUSINESS

A. Executive Session –

A motion was made by: R. Sheddin to go into Executive Session at 6:01 pm.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes

Start: 6:01 pm

A motion was made by: R. Sheddin to come out of Executive Session 7:21 pm.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes

End: 7:21 pm

A motion was made by: D. Mazurek to change the base rents at the Plainville Housing Authority due to Rent Stratification. The new base rents effective October 1, 2019 will be:

Studio	\$450.00
One Bedroom – Centerview, Handicapped	\$550.00
One Bedroom - Sunset, Woodmoor	\$650.00

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes

Linda to send out a letter to all applicants on waiting list to notify them of this change.

VIII. ADJOURNMENT

A motion was made by: R. Sheddin to adjourn the meeting at 7:22 pm.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes, meeting adjourned at 7:22 pm

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary