

PLAINVILLE HOUSING AUTHORITY
Special Meeting
May 24, 2016
6:30 pm
Sunset Community Room, 20 Stillwell Drive

PRESENT: The following members were present: David Mazurek, Robert Sheddan, Desiree Gorske, Edna Pires and David Coughlin

STAFF: Linda DeZenzo, Executive Director, William Ryan, CPA

ABSENT:

I. Call To Order

The meeting was called to order at 6:30 pm by David Coughlin, Chairman.

II. Minutes

- A. Motion to approve the Meeting Minutes of April 19, 2016**
by: Robert Sheddan
Second: David Mazurek

All in Favor 5 to 0

Minutes Approved

III. Oral Petitions

None

IV. Financial Reports

A. 1st Quarter Financial Report

A. William Ryan went over the report with the commission.

Motion to accept the 1st Quarter Financial Report by: David Mazurek

Second: Desiree Gorske

All in Favor 5 to 0

Report Accepted

B. April Financial Report

Linda went over the Report with the commission.

Motion to accept the April Financial Report by: Robert Sheddan

Second: Desiree Gorske

All in Favor 5 to 0

Report Accepted

V. Management / Maintenance Report

Linda reported that there is 1 vacancy C64. W23 owes rent.

Linda DeZenzo presented the Maintenance Report.

Reynold's Electric

- Woodmoor repaired A/C

JR Heating and Cooling

- W34 repaired heat pump
- W44 installed new heat pump

Frank's Construction

- Sunset Bldgs F& G repaired gutters
- C71 repaired window
- C75 repaired door
- W11 repaired closet

Wayne Sharp Plumbing

- S33 & C57 installed new wax ring and flange
- C70 installed new wax seal
- C76 installed wax seal and rebuilt toilet

John

- S35, W4 & W50 snaked and put acid down kitchen drain
- C65 & W22 installed new screens
- W1 installed new door closure
- Woodmoor Men's Room, S16 snaked toilet
- W44 & W50 repaired heat pumps
- W14 moved refrigerator
- W4 installed new switch for bathroom fan
- S16 repaired drain and installed new bathroom faucet
- W10 rebuilt toilet tank
- C67 tightened toilet seat
- C65 installed new outside light fixture
- W22 installed new GFI in bathroom
- S19 installed new kitchen sink sprayer
- W24 and W50 installed screens

- W17 repaired plumbing on bathroom sink
- W29 & W39 installed new kitchen faucet
- W47 installed new outside faucet
- On Thurs April 14th Tom Bourque our Asset Manager from CHFA came to do a site visit. It went well.
- On Wed, April 27th the Girl Scouts came to pass out spring bags to our residents.

Motion to accept the Executive Director's / Maintenance Report by: Robert Sheddan

Second: Edna Pires

All in Favor 5 to 0

Report Accepted

VI. Unfinished Business

1. Solar Panels – hoping to have them installed in soon, ongoing
2. Capital Improvement report for Housing Authority – will be addressed at next meeting.

Motion to table Capital Improvement Plan to meeting in June by: David Mazurek

Second: Robert Sheddan

All in Favor 5 to 0

Motion Passes

3. Rent Calculations – the commission discussed it and decided to go to 30% for the rents starting May 2017.

Motion to raise rents to the 30% of income for residents effective May 2017 by: David Mazurek

Second: Desiree Gorske

All in Favor 4 to 0 1 abstains, Robert Sheddan because he is a resident.

Motion Passes

VII. Executive Session

Motion to go into Executive Session by: Desiree Gorske

Second: Edna Pires

Start: 6:59 pm

Motion to come out of Executive Session by: Robert Sheddan

Second: David Mazurek

End: 7:09 pm

VIII. New Business

1. Software – Linda looked into software options. She found a reasonably priced one, Rent Ro Pro.

Motion to purchase Rent Ro Pro software for \$595.00 one-time fee, \$295.00 one-time fee, \$129.95 yearly fee for a total charge of \$1,019.95 by: Desiree Gorske

Second: David Mazurek

All in Favor 5 to 0

Motion Passes

VIII. Adjournment

Motion to Adjourn by: David Mazurek

Second: Robert Sheddan

All in Favor 5 to 0

Motion passes, meeting adjourned at 7:13 pm.

Respectfully submitted,

Jennifer Dahlstrom
Jennifer Dahlstrom
Recording Secretary

RECEIVED

JUN 01 2016

Camille Aboung
TOWN CLERK