

PLAINVILLE HOUSING AUTHORITY

REGULAR MEETING

October 15, 2019

SUNSET COMMUNITY ROOM

5:30 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddan, E. Pires, D.Tino, D. Coughlin

ABSENT: None

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

VISITORS: William Ryan, CPA

I. ROLL CALL

All commissioners were present.

II. MINUTES

A motion was made by: D. Coughlin to approve the regular meeting minutes from September 17, 2019.

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. FINANCIAL REPORT

William Ryan went over the report. The board members talked about lowering the Capitalization Policy from \$5,000 to \$1,000.

A motion was made by: D. Coughlin to change the Capitalization Policy to \$1,000.

Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes

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

Seconded by: D. Coughlin

All in Favor 5 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C57, C69, S9, S31, S36, W30 & W43 – S9 & W43 are rented for November.

RENT COLLECTIONS

- 100% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- W28 snake toilet
- W13 snaked bath tub and bathroom sink
- Centerview Snaked Main Line Building I and 10 apt from backup

Wayne Sharp Plumbing

- S5 install hot water heater

JR Heating & Cooling

- Sunset Community Room install new compressor in heat pump
- Repaired heat pumps in S16, W20, Office, W18, S20 & S17

Wright Way Construction

- W20 repair door
- W40 installed hot water heater

Joe D'Amato

- S9 retile shower floor
- S30 re-caulk and grout in shower

Bristol Pest Control

- C57 Exterminate for bugs

Linda

- W23, W24 & W28 plunged toilet
- S30 & S34 vacuum out heat pump
- S29 reset remote
- S40 cleanup water from hot water heater
- C61, C62, C64, C65, C68, C69 & Centerview Laundry Room cleanup water from backup
- C61, C64 & C68 washed resident's rugs and towels from backup

John

- W24 snake toilet
- C66 & W28 snaked bath tub kitchen sink and main line
- W35 put moth balls under shed
- W11 installed new storm door closure
- W45 installed new "P" trap under bathroom sink
- W45 installed new GFI outlet
- S19 repaired thermostat, reset breaker, reset remote on heat pump, cleaned heat pump
- S14 installed new shutoff valve
- W33 reset remote for heat pump and cleaned filters
- S29 reset remote
- C54 repaired two closet doors installed new hardware
- W11 installed new toilet paper holder
- S1 & S40 installed new outlet
- S40 installed new ballast and starter
- W17 installed 3 new shades
- C68 installed new batteries in remote

- On Wed Sept 11th Debra Olson from CHFA was here for her site visit. We did receive a great rating from her visit.
- On Wed Sept 25th we took our residents on a bus trip to Lyman Orchards and lunch at Guida's Restaurant. It was enjoyed by all.

A motion was made by: D. Tino to approve the Executive Director and Maintenance Report.

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes

VI. UNFINISHED BUSINESS

- A. Small cities grant was approved. Linda will communicate information as to when the repairs will start.

VII. NEW BUSINESS

A. Executive Session –

A motion was made by: R. Sheddan to go into Executive Session at 6:18 pm.

Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes

Start: 6:18 pm

A motion was made by: D. Coughlin to come out of Executive Session 7:58 pm.

Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes

End: 7:58 pm

A motion was made by: D. Tino to accept LaBella Paving as the snow removal company for the Housing Authority for 2019 – 2020 in the amount of \$33,000.

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes

Linda sent requests to 4 companies to submit quotes for snow removal. 2 drove into the Housing Authority to look at the property. The companies were LaBella Paving, The Lawn Gentleman, Infinity Lawns and Barnes Landscaping. The only quote received was from LaBella.

A motion was made by: D. Coughlin to accept the 2020 Management Plan.

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes

The Board discussed the December meeting and decided to do a special meeting on Thursday, December 19th at 12:30 pm.

VIII. ADJOURNMENT

A motion was made by: R. Sheddan to adjourn the meeting at 8:01 pm.

Seconded by: D. Coughlin

All in Favor 5 to 0

Motion Passes, meeting adjourned at 8:01 pm

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary