

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

October 19, 2021

SUNSET COMMUNITY ROOM

1:00 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddin, L. Bisson, E. Pires, D.Tino

ABSENT: None

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary, John Marinelli, Maintenance Manager

I. ROLL CALL

All members were present. D. Mazurek Chaired the meeting.

II. MINUTES

A motion was made by: E.Pires to approve the special meeting minutes from June 15, 2021.

Seconded by: R. Sheddin

All in Favor 5 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. FINANCIAL REPORT

Linda went over the June, July, August reports with the board.

A motion was made to approve the Financial Report by: L. Bisson

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C57, C75, C77, S1, S26, S27, W6, W9, W18, W21, W26, W29, W30

RENT COLLECTIONS

- 95% COLLECTED

MAINTENANCE ISSUES

MEDINA SEWER AND DRAIN

- W33 & W34 snaked bathroom sink drains
- Centerview snaked main line for building I and main sewer line for building Q Woodmoor

FONTAINE MECHANICAL

- S18 repaired drain pan in head unit
- S4 clean coils

TEC CONTROL

- Woodmoor Building O reconnected all wiring
- Troubleshoot fire panel install new resistor
- Relocated devices in W34 & W36

SUSCO BUILDING GROUP

- S19 replaced windows

BRISTOL PEST CONTROL

- Quarterly Service
- C54 Service Call
- S20 Exterminate for flies
- C59 exterminate for mice
- C58 exterminate for ants

THE FIELD OF PLUMBING

- W44 repaired toilet
- W47 install hot water heater

LABELLA PAVING

- Install ramp at Sunset & 3 ramps at Woodmoor
- Installed 3 ramps at Woodmoor and patch parking lot

WRIGHT WAY CONSTRUCTION

- C51 repaired popcorn ceiling
- Woodmoor installed fence behind units
- W20 repaired cabinet

ADVANCED POWER SERVICES

- Preventative Maintenance on the Generators

John & Jayson

- S3, S16, C66 & C80 installed new light fixture
- W3 reset GFI
- C71 repaired siding on building and two cable wires
- C56 cleaned a/c filters
- S32 & C78 installed 2 blinds
- S17 & S37 installed new fill valves
- S11, C66, W5, W21, W22 & W33 installed new shades
- W37 installed new door sweep
- S2, S6 & W37 installed new screen for storm door
- S29 & W12 replaced remote for a/c
- S18 installed new bathroom faucet
- C76, W36 & W37 repaired door jamb
- C71 cut and removed tree branches behind apt
- C75 installed new tracks, hardware and new closet door
- C75 installed new diverter
- W36 installed 2 new drawer glides
- C61 installed new hardware and tracking
- W21 installed new kitchen faucet
- S4 installed anchors
- W37 & W39 rehung cabinets in bathroom
- C72 repaired flange, installed new bolts and reinstalled toilet

- W22 checked hot water heater
- W22 & W25 installed new hot water heaters
- S30, W19 & W34 cleaned out a/c lines
- S29 oiled and repaired both screen doors
- S20 repaired storm door screen
- W33 installed new shower head
- W34 checked for mold, no mold found
- W39 repaired drain
- S4 snaked shower drain and main line
- C66 installed new light switch
- S21 installed new storm door handle
- C54 installed new window operator
- W17 installed new GFCI outlet
- W33 installed new transition strip
- W37 reset remote, reset circuit breaker and cleaned a/c filters
- W40 repaired floor
- W42 filled in sink hole in back yard
- W20 repaired leak under sink and installed new valve
- C69 reconnected two front burners
- C59 cleaned front and back gutters
- W39 put closet door back on track
- C51 installed new toilet seat
- W5 & W24 snaked toilet
- W33 cleaned siding for bugs
- S23 & S24 installed new clothesline
- W32 installed flag pole
- C63 installed 4 new drip pans
- W41 tightened kitchen faucet
- S21 snaked shower and main line

- On Tues July 20th we had an ice cream social and bingo for the residents outside at Woodmoor. It was enjoyed by all that attended.

- On Monday Aug 16th we passed out the Farmer's Market Coupons to the residents again this year.

- On Thurs Aug 19th we had our fire extinguishers inspected.

- On Fri., Aug 27th I had a meeting with the Chief of Police and some of the residents down at Woodmoor to try to stop the conflicts that are happening down at Woodmoor. We are going to see if we can try to resolve some of the issues that the residents are having with each other by being more aware of each other since we live in such a close, small community. Chief Peterson was a great help to me to be there and listen and help with the residents so we could come up with ideas to try to alleviate some of the issues.

- On Monday Aug 30th we had our site visit from CHFA from our Asset Manager Rhonda Caldwell and on Wed., Sept 1st we had our completion of the visit through zoom. We received another above average rating so CHFA will not be doing another site visit until 2023.
- Jennifer finished the Renter's Rebate Program and signed off on them on Thurs Sept 23rd at the Town Hall. The residents will be getting their checks sometime in Oct or Nov from the State of CT.
- We are almost completed with the Small Cities Grant we are done with all the bathrooms in Woodmoor and Centerview and now are working on finishing up the doors at Woodmoor and waiting on the order of the doors for Centerview.
- The Plainville Housing Authority received the 2021 Low Loss Achievement Award from the Housing Authority Insurance Group to recognize our consistent positive performance in achieving a low loss ratio in general liability claims for years 2017, 2018 & 2019.

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

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes, Report Accepted

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

A motion to go into Executive Session by: D. Tino

Seconded by: L. Bisson

All in Favor 5 to 0

Start: 1:30 pm

Motion to come out of Executive Session by: L. Bisson

Seconded by: D. Tino

All in Favor 5 to 0

End: 1:52 pm

A motion was made by: L. Bisson to approve LaBella Paving as the snow contractor for the Housing Authority for 2021 – 2022 in the amount of \$40,000.00
Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes

A motion was made by: L. Bisson to raise the base rents, effective immediately for all new tenants moving in to the Housing Authority.

Studios will be \$500.00

Centerview, small one bedrooms will be \$600.00

One Bedrooms \$650.00

Seconded by: D.Tino

All in Favor 5 to 0

Motion Passes

A motion was made by: L. Bisson to approve the 2022 Management Plan.
Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes

VIII. ADJOURNMENT

A motion was made by: D. Tino to adjourn the meeting at 2:02 pm.

Seconded by: L. Bisson

All in Favor 5 to 0

Motion Passes, meeting adjourned at 2:02 pm

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary