

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

June 16, 2020

SUNSET COMMUNITY ROOM

11:00 am

MINUTES

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

ABSENT: None

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

I. ROLL CALL

D. Tino and E. Pires were present at meeting on the phone.

II. MINUTES

A motion was made by: E. Pires to approve the special meeting minutes from March 17, 2020.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. 1st QUARTER FINANCIAL REPORT

A motion was made to approve the 1st Quarter Financial Report by: E. Pires
Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

- S6,S21,C54,C79,W28,W29,W30 & W44

RENT COLLECTIONS

100% COLLECTED

MAINTENANCE ISSUES

Wright Way Construction

- Helped John around the property

Bristol Pest Control

- C73 Exterminate for Ants
- Quarterly Service

Medina Sewer & Drain

- W19 snaked kitchen sink and bath tub drain line
- Woodmoor Building Q and snaked main line

Fontaine Mechanical

- Repaired hot water heater Sunset Community Room
- S19 cleaned heat pump
- C65 no heat call

Wayne Sharp Plumbing

- S13 replace wax ring
- W2 install new kitchen faucet
- W40 tightened toilet and caulked around
- W13 repaired toilet
- S6 rebuilt toilet
- W1 installed new hot water
- S1 installed new cartridge valve in shower
- S10 replace piping in bathroom wall in shower

Masotti Electric

- S36 repair power outage in apt

John & Jayson

- S20 installed new thermostat
- S8 & W11 installed new drip pans
- S4 & C61 installed new storm door closures
- S20 caulked around back storm door
- C54 rescreened back storm door
- S33 lowered mail box
- S20 installed insulation inside outlets
- S20 installed new sink stopper
- S20 moved bench by apt
- C64 snaked toilet & main line from Centerview Laundry Room
- S1 installed new range hood
- Installed new shut off valves, hot and cold in Sunset Laundry Room
- S19 re caulked shower
- S19 recleaned shower drain
- S7 disconnected furnace a/c power in Sunset Community Room
- S19 installed new aerator on kitchen faucet
- S19 & S34 installed new kitchen sprayer on kitchen sink
- S19 cleaned and repaired kitchen vent fan
- S19 adjusted and oiled windows
- S19 cleaned bathroom vent fan
- S19 oiled bathroom door
- S19 glued cove base in kitchen
- S19 installed new doors weeps on both doors
- S19 painted behind stove
- S19 adjusted kitchen light pins
- S19 repaired shut off valve
- C80 snaked kitchen and bath drains and main line
- S4 took down all closet doors
- S4 removed shelf & clothes bar
- S4 lowered range hood
- S4 removed kitchen wall
- S4 removed top shelf
- S4 removed towel rack
- S4 lowered medicine cabinet
- S4 removed soap dish and toothbrush holder
- S4 lengthen chain on vent fan
- S4 took down white shelf in bathroom
- S4 installed new diverter
- S4 installed two new grab bars
- C58 & C69 snaked toilet & main line
- S10 removed pipe from wall installed new pipe and shower head

- S41 & W8 installed new hot water heater
- W6 & W43 installed new toilet paper holder
- C59 & W6 repaired bathroom fan
- C72, W11 & W23 installed new batteries in remotes and reset remotes
- W11 repair bathroom faucet
- W49 installed new refrigerator
- C71 rescreened two front screens
- C59 installed new showerhead
- W11 repaired kitchen cabinet door and installed new hinges
- S28 & W41 installed new fill valve
- C66 repaired bottom plate under door and siding around door
- S18 installed new toilet handle
- S7 installed new hardware and reinstalled door hook on Sunset Community Room door
- S18 repair threshold on back door
- W38 adjust striker plate and weather stripping
- S18 sprayed poison ivy on fence behind apt
- S39 repaired storm door & frame, rescreened storm door
- W35 cleaned heat pump and filters
- W15 installed new drain from sink to wall
- W36 installed new hand held shower
- C65 installed new blind
- C66 installed new down spout and pan underneath
- C64 replaced cabinet door hinge and replaced door glides
- C59 rebuilt toilet tank

- On Tues., March 10th we had our St Patrick's Day Party with Bingo for the Residents. It was enjoyed by all.
- On Thurs., March 12th the residents started a music group here at the Housing Authority.
- On Tues April 2nd I attended a webinar on Evictions & Discrimination.
- On April 20th we had New England Service Company here for our Annual Fire Hydrant inspection
- We have been doing daily well checks on all of our residents and we do not have anyone at the Housing Authority with Covid19.
- We are working on the Renter's Rebate program for the residents.
- We are working on yearly inspections, but approaching it with caution this year by going into each apartment gradually. Not all at one time. Since the covid19 we are proceeding with caution.
- We closed the Mobile Foodshare here at the Housing Authority to protect our residents. Foodshare did open the Mobile Foodshare to everyone at the Plainville High School through Dec.

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

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Report Accepted

VI. UNFINISHED BUSINESS

- **Housing** – Linda reported that the consultant called her about possibly opening bidding at the end of July for the Small Cities Grant. Linda will keep board informed if there is a confirmed date.

VII. NEW BUSINESS

Executive Session –

A motion was made by: D. Tino to go into Executive Session at 11:23 am.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes

Start: 11:23 am

A motion was made by: E. Pires to come out of Executive Session at 11:34 am.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes

End: 11:23 am

A motion was made by: D. Tino to write off the \$150.00 rent check for Shawn Kenniston, a former resident.

Seconded by: E. Pires

All in Favor 4 to 0

Motion Passes

Linda talked about a Program available for the Housing Authority from CHFA to provide cleaning supplies in the amount of \$30.00 per resident because of COVID. It would be called a Basic Needs Food Pantry. The board members agree it is a good idea for the residents to apply for the program. David Mazurek read the Resolution to the board members.

RESOLUTION #06-20

**TO APPROVE THE CONTRACT BETWEEN THE TOWN OF PLAINVILLE HOUSING
AUTHORITY WITH CONNECTICUT HOUSING FINANCE AUTHORITY**

WHEREAS the Town of Plainville Housing Authority (hereafter referred to as "PHA") on June 16, 2020 is applying for the Housing Authority Small Improvement Program through CHFA.

WHEREAS, ON THE 16th Day of June, 2020 The "PHA" shall actively to the best of its ability apply for the Housing Authority Small Improvement Program through CHFA.

WHEREAS, that the "PHA" shall actively do its best to run the Basic Needs Food Pantry to the best of its ability and protocol for the Elderly and Disabled Residents. The "PHA" will operate the Basic Needs Pantry as it deems in its best interest and the interest of the Residents of the "PHA".

NOW THEREFORE, IT IS HEREBY RESOLVED The Chairman shall enter into contract for the "PHA" for the Housing Authority Small Improvement Program with CHFA.

ROLL CALL

	<u>Ayes</u>	<u>Nays</u>
Chair Mazurek	X	
Vice-Chair Pires	X	
Commissioner Tino	X	
Commissioner Sheddan	X	

There being no further discussion **UNANIMOUS VOTE, MOTION CARRIED**

VIII. ADJOURNMENT

A motion was made by: E. Pires to adjourn the meeting at 11:38 am.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, meeting adjourned at 11:38 pm

Please note that there will be no meetings in July and August.

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary

RECEIVED

JUN 16 2020

Carol A. Shutey
TOWN CLERK