

**PLAINVILLE HOUSING AUTHORITY
REGULAR MEETING
NOVEMBER 21, 2017
SUNSET COMMUNITY ROOM
5:30 PM
MINUTES**

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

STAFF: Linda DeZenzo, Executive Director

I. ROLL CALL

All Commissioners were present.

II. MINUTES

A motion was made by: R. Sheddan to approve the Regular Meeting Minutes of October 17, 2017 as written.

Seconded by: D. Gorske

All in Favor 5 to 0

Minutes Approved

III. ORAL PETITIONS

None, no residents were present.

IV. FINANCIAL REPORT

Linda went over the October Financial Report.

A motion was made by: D. Mazurek to approve the October Financial Report.

Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES: S12, S20, W34, W37 & W43. W37 is rented for Dec1, W34 is rented for January 1.

RENT COLLECTION: Rents are 100% collected.

MAINTENANCE ISSUES

WATER AND WASTE EQUIPMENT

PM on Grinder Pumps

BRISTOL PEST CONTROL

Exterminate Sunset Community Room

WRIGHT WAY CONSTRUCTION

W18 repair wall install drain line from a/c unit

WAYNE SHARP PLUMBING

W5 install new kitchen faucet

W31 new toilet flange

S6 installed new shut off valve for the outside faucet

W38 rebuilt toilet

W36 installed touch toe drain in bath tub

JOHN AND JAYSON

S30 installed ne hot water heater

W16 turned up temp on hot water heater

S16 repaired heater

C67 cleaned gutters

W8 tightened drain and repaired work horse

S37 installed new refrigerator

W15 & W47 installed new shower head hose and holder

W38 installed new flapper and fill valve

C67 installed new toilet handle and flapper

W38 plunged toilet

C80 repaired window

S11 repaired lock
W5 cut holly bush
W5 cut bathroom door and rehung
W24 repaired flush valve
Woodmoor Woman's toilet – snaked toilet and cleaned it
S17 snaked bathroom sink and put acid down the drain
W48 installed new shade
W8 snaked kitchen sink and put acid down the drain
W32 installed new screen on storm door
W21 repaired and tightened p-trap
W5 installed knobs on kitchen drawers
W10 repaired closet door and installed new hardware
W17 repaired bathroom fan
S25 installed new shower head

On Wed. Oct 18 we had a Resident's Meeting to remind the residents about the Code of Conduct, Calling in the office for work orders, new no smoking policy, new office hours and parking etc.

On Tues Oct 24 Jenn and I attended a round table session with CHFA at Bristol Housing Authority to discuss issues at the properties and how to resolve them.

On Thurs Oct 26th we had our Halloween Party for the residents. Pizza and bingo. It was enjoyed by all!

A motion was made by: D. Gorske to accept the Executive Director's report and Maintenance report.

Seconded by: E. Pires

All in Favor 5 to 0

Motion Passes

VI. UNFINISHED BUSINESS

A. Housing – ongoing

VII. NEW BUSINESS

None

VIII. EXECUTIVE SESSION

A motion was made by: D. Mazurek to go into Executive Session at 5:51 pm

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes

Start: 5:51 pm

A motion was made by: R. Sheddan to come out of Executive Session at 6:12 pm.

Seconded by: D. Gorske

All in Favor 5 to 0

Motion Passes

End: 6:16 pm

David Coughlin explained that he needs to step down as Chairman for personal reasons, but would like to stay on the Board as a Commissioner.

A motion was made by: D. Mazurek to elect E. Pires temporary Chairwoman until the Election of Officers in February 2018.

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes

IX. ADJOURNMENT

A motion was made by: D. Mazurek to adjourn the meeting at 6:16 pm.

Seconded by: R. Sheddan

All in Favor 5 to 0

Motion Passes, Meeting adjourned at 6:16 pm.

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary