

**PLAINVILLE HOUSING AUTHORITY**

**Regular Meeting**

**October 16, 2018**

**Sunset Community Room**

**5:30 pm**

**MINUTES**

**PRESENT:** R. Sheddin, D. Mazurek, E. Pires, D. Gorske, D. Coughlin

**ABSENT:** None

**STAFF:** Linda DeZenzo, Executive Director

**I. ROLL CALL**

All members are present.

**II. MINUTES**

**A motion was made by:** David Coughlin to approve the Regular Meeting Minutes of September 18, 2018 as written.

**Seconded by:** D. Gorske

**All in Favor 5 to 0**

**Minutes Approved**

**III. ORAL PETITIONS**

None

#### **IV. FINANCIAL REPORTS**

A. Linda went over the September Financial Report.

**A motion was made by:** R. Sheddan to approve the September Financial Report.

**Seconded by:** D. Gorske

**All in Favor 5 to 0**

**Motion Passes, Reports Accepted**

#### **V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT**

**VACANCIES:** S10, S20, S39, C52, W12, W30, W43 (S10 and S20 are rented for November)

**RENT COLLECTION:** 100% collected

##### **MAINTENANCE ISSUES**

##### **Wright Way Construction**

- W39 repaired closet doors
- W34 repaired storm door and weather stripping

##### **Bristol Pest Control**

- W45 Exterminate Beetles
- C60 Exterminate Bugs
- W6 Ants

##### **Michael Sloane Remodeling**

- W12 repair sheetrock and cove base

##### **JR Heating & Cooling**

- C59, C66 & W39 clean heat pump
- S16 charged unit to correct pressure

**John & Jayson**

- S22 snaked toilet and installed new fill valve
- W39 snaked tub drain and snaked main line
- C58 set traps for mouse
- W24 installed new toilet seat
- C56 installed new range hood
- S30 installed new shower head
- W39 installed new P-Trap and supply line
- W18 installed new wax seal & toilet seat
- C78 & W6 installed new drawer glides on kitchen drawers
- W35 repaired kitchen window
- W6 adjusted striker plate on both doors & repair door jam
- W15 installed new tub spout
- S14 cleaned ac lines
- C59 & Centerview Laundry rebuilt toilet tank
- W15 install new burner and drip pans on stove
- W48 installed new drip pans
- W3 & W44 reset remote
- S23 cleaned ac inside and out
- S29 installed new storm door closure
- C59 repaired closet doors, new tracks and hardware
- S29 installed aerator
- C67 installed 4 new cranks and 1 new operator
- W24 installed grab bar
- W24 removed closet doors
- S5 installed new clothes line
- W50 install filters in heat pump
- C59 install new arm operator
- C59 lowered shower rod
- W39 repaired ceiling fan
- S27 repaired floor and moved stove back into place
- W10 change from a/c to heat
- W18 power washed outside of bldg.
- W36 repaired hole installed cove base
- S30 repaired cabinet and rehung 2 doors

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

**Seconded by:** R. Sheddin

**All in Favor 5 to 0**

**Motion Passes**

**VI. UNFINISHED BUSINESS**

- A. Linda has a meeting with Robert Lee to see if it is ok to apply for Small Cities Grant.
- B. Linda is going to apply for the SSHP Grant this year.

**VII. NEW BUSINESS**

- A. P&Z Commission – David went to the meeting and talked about the Housing Authority and the wait list.
- B. A motion was made by: D. Gorske to approve the 2019 Management Plan for CHFA.

Seconded by: R. Shedd

**All in Favor 5 to 0**

**Motion Passes**

**VIII. EXECUTIVE SESSION**

A motion was made by: E. Pires to go into Executive Session at 6:14 pm.

Seconded by: R. Shedd

**All in Favor 5 to 0**

**Motion Passes**

**Start: 6:14 pm**

A motion was made by: D. Coughlin to come out of Executive Session at 6:42 pm.

Seconded by: D. Gorske

**All in Favor 5 to 0**

**Motion Passes**

**End: 6:42 pm**

A motion was made by: D. Coughlin to give John Marinelli a 25 cent raise per hour to bring him up to \$23.00 per hour.

Seconded by: D. Gorske

**All in Favor 5 to 0**

**Motion Passes**

**A motion was made by:** D. Coughlin to give Linda DeZenzo a raise and bring her salary up to \$65,000 per year.

**Seconded by:** D. Gorske

**All in Favor 5 to 0**

**Motion Passes**

**A motion was made by:** D. Coughlin to approve LaBella Paving as the snow removal company for 2018 – 2019 winter, for the amount of \$25,000.00.

**Seconded by:** R. Sheddin

**All in Favor 5 to 0**

**Motion Passes**

**IX. ADJOURNMENT**

**A motion was made by:** R. Sheddin to adjourn the meeting at 6:45 pm.

**Seconded by:** D. Gorske

**All in Favor 5 to 0**

**Motion Passes, Meeting adjourned at 6:45 pm.**

Respectfully submitted,

*Jennifer Dahlstrom*

Jennifer Dahlstrom

Recording Secretary