

**PLAINVILLE HOUSING AUTHORITY**

**SPECIAL MEETING**

**MAY 24, 2023**

**SUNSET COMMUNITY ROOM**

**1:00 PM**

**MINUTES**

**PRESENT:** D.Mazurek, L. Bisson, D.Tino, C. Adams

**ABSENT:** E. Pires

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

**VISITORS:** Rosemary Morante, Town Council Liaison

**I. ROLL CALL**

There was a quorum.

**II. MINUTES**

**A motion was made by:** L. Bisson to approve the special meeting minutes from March 22, 2023 as written.

**Seconded by:** C. Adams

**All in Favor 4 to 0**

**Motion Passes, Minutes Accepted**

**III. ORAL PETITIONS**

None, no one was present.

#### **IV. FINANCIAL REPORT**

Linda went over the April financial report with the board.

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

**Seconded by:** C. Adams

All in Favor 4 to 0

Motion Passes, Report Accepted

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

##### **VACANCIES**

C54, C60, C63, C65, C69, C76, W8, W12, W23, W24, W25 & W30

##### **RENT COLLECTIONS**

- 95% COLLECTED

##### **MAINTENANCE ISSUES**

###### **Medina Sewer & Drain**

- W3 snaked kitchen sink and main sewer line
- Woodmoor Building W snaked main sewer line for entire building
- Used high velocity water jet to flush 6 lines
- Centerview Building J snaked main sewer line for entire building from C6 toilet
- Centerview Building I snaked main sewer line for entire building from Centerview Laundry Room
- Sunset Building A snaked main sewer line for entire building from S1 toilet

###### **Fontaine Mechanical**

- W38 clean heat pump
- W6 troubleshoot heat pump

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

- Quarterly Service

###### **Impact Fire**

- Semi Annual Fire Alarm Test

### **Wright Way Construction**

- C66 installed new window
- Help John around property
- Clean up water in S18

### **Power Fuels**

- Disconnect and connect new generator at Woodmoor

### **John & Jayson**

- S14 installed new light fixture
- C73 reset GFI
- W5 removed lock, fixed and replaced lock
- W2 repair door jamb
- S1 snaked toilet
- S1 snaked shower
- W2 installed new kitchen faucet
- S4 installed new drawer glides
- W 3, W13, W17, W30 rekeyed apartment
- W41 installed new drip pans
- W6 installed new shades
- C61 snaked main sewer line
- S2, S29, S36 & W39 open apt lock out
- S37 repaired kitchen and bath vents
- W3 snaked kitchen drain
- W17 installed new hand held shower and hose
- C73 reset remote
- W41 snaked kitchen sink, shower drain and also main line for Building V
- C55 installed new large burner on the stove
- C55 snaked shower and main line
- C78 installed new storm door closure
- W10 installed new stove
- S25 repaired roof shingles
- C78 installed 2 new filters
- W37 installed new shower head
- S4 snaked kitchen sink
- W46 turned down temp on hot water heater
- S2 snaked kitchen sink and main line for building
- C59 installed new shower head hose
- S10 installed new storm door
- W25 rebuilt toilet tank
- S5 installed new hardware for shades
- W50 cleaned gutter
- W36 repaired kitchen faucet
- W36 repaired 2 stove burners
- S29 installed new globe on outside light
- S29 repaired 3 closet doors with hardware
- W6 reset remote on hot water heater
- C75 repaired 2 closet doors

- I completed the recertification for the residents. Their new leases took effect May 1 for the next 2 years.
- Jennifer started working on our next program for the residents, which is Renter's Rebate.
- On Tues. March 21 – we had our semi-annual fire alarm testing from Fire Impact.
- On Tues. April 25 - I attended a seminar on Fair Housing Training.

**A motion was made to approve the Executive Director and Maintenance Report. by: L. Bisson**

**Seconded by: D. Tino**

**All in Favor 4 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 4 to 0**

**Start: 1:20 pm**

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

**Seconded by: C. Adams**

**All in Favor 4 to 0**

**End: 2:08 pm**

#### **VIII. ADJOURNMENT**

**A motion was made by: L. Bisson to adjourn the meeting at 2:10 pm.**

**Seconded by:** D. Tino

**All in Favor 4 to 0**

**Motion Passes, meeting adjourned at 2:10 pm**

Respectfully submitted,

*Jennifer Dahlstrom*

Recording Secretary