

PLAINVILLE HOUSING AUTHORITY

**SPECIAL MEETING**

March 19, 2024

SUNSET COMMUNITY ROOM

11:18 AM

MINUTES

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

**ABSENT:** None

**STAFF:** Linda DeZenzo, Executive Director, John Marinelli (arrived late)

**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 October 18, 2023 as written.

**Seconded by:** D. Tino

**All in Favor 5 to 0**

**Motion Passes, Minutes Accepted**

**III. ORAL PETITIONS**

None

**IV. FINANCIAL REPORT**

Linda went over the Dec 2023, Jan and Feb 2024 Financial Report with the board.

**A motion was made to approve the Financial Report by:** D. Tino

**Seconded by:** L. Bisson

**All in Favor 5 to 0**

**Motion Passes, Report Accepted**

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

### **VACANCIES**

C51,C60,C70,C72,S6,S14,S21

### **RENT COLLECTIONS**

95% COLLECTED

### **MAINTENANCE ISSUES**

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

W – Building Q snaked main sewer line for entire building through outside cleanout

C - Building I snaked main sewer line for entire building

W28 snaked kitchen sink drain line

W – Bld Q pulled toilet W25 snaked line & snaked sewer line for entire building

Used high velocity water jet to clean & flush 6 sewer lines & clean 3 manhole basins

W27 snaked bathroom sink drain line

W27 snaked kitchen sink drain line

W25 – W28 snaked main sewer line from outside from clean out

#### **Cortina Tile**

S17 & S21 retile shower

#### **Advanced Power Services**

PM Generators

#### **Fontaine Mechanical**

C65 & W49 install new heat pumps

S17,W29,C69 & C70 clean heat pumps

C65, C73, S19,W5, W8,W35, W46 & W49 repair heat pumps

#### **Bristol Pest Control**

W11 Exterminate for meal moths

Quarterly Service Exterminate

W22 follow up service call

## **John & Jayson**

S18 & W6 installed 2 new burners and 4 drip pans on stove

S25,C70, W2 & W5 installed new hot water heaters

S10 installed new kitchen faucet

C61& C65 installed new refrigerator

S34 rebuilt toilet tank

C73 cleaned mold on window screens, frame jamb, walls in living room and bed room

S28 checked stove no problem found

W3 repaired kitchen faucet

S11 snaked bath drain and main sewer line for building "C"

W20 reinstalled wire hide on building near apt W20

W40 installed new batteries in remote and reset time on remote 20 minutes fast

C56 & C75 snaked and plunged toilet

S29 installed new bulb and repaired kitchen light fixture

W20 installed new diverter, shower head and hose

W6 salted sidewalk

W18 snaked kitchen and bath drains

W19 snaked main sewer line Building "U"

W24 cleared ice from heat pump and leveled heat pump

C65 reset control board to bake and broil on oven

C65 checked refrigerator moved food so air could circulate

W3 installed 2 new switches

S30 tightened kitchen faucet

S30 snaked kitchen drain and snaked main sewer line to building "F"

W45 installed new stove

W28 repaired bath heater from parts from heater from C70

C77 installed bathroom heater from C51

S17 repair backsplash behind stove

S1 check heat pump working properly

W38 installed new strainer basket and tray

W14 installed new bathroom heater  
Outside Woodmoor Laundry Room installed grab bar  
C75 reset circuit breaker for bathroom  
W41 cleaned heat pump and installed new filters  
W9 repaired crack in bathroom sink  
S37 installed shade in living room  
W13 plunged and snaked toilet  
S26 installed new bathroom faucet  
W38 checked gutter and roof no problems  
C55 & S25 installed new vent fan filter in the kitchen  
W8 & W49 installed new trim ring on smoke detector  
S39 & W8 gave new remote for heat pump  
C55 installed new toilet, repaired flange  
C55 repaired light fixture, installed new ballast and bulb  
S5 installed new drain pipe and "P" trap in vanity  
S2 resident was locked out of apt- opened apt  
W27 installed 4 new drip pans  
S36 adjusted power flush toilet pressure  
S16 turn up temp on hot water heater  
Checked lights on entire property, reset generator breaker for Sunset lights  
W15 cleared ice from heat pump  
S13 put salt on sidewalk and by mailbox  
C76 installed new GFI  
C76 replaced hardware on 2 closet doors  
C57 installed new thermostat in living room  
S4 snaked kitchen and bath drains  
C55 snaked shower drain  
W39 snaked toilet and snaked main sewer line for building "U"  
C78 move striker plate on storm door  
W11 reinstall wire hide

S3 install fill valve and new flapper

S30 & W6 install 2 new shades

W5 adjust diverter and turn up temp on hot water heater

S12 install new globe on outside light fixture

Repaired siding at Centerview

S17 removed bath fan cleaned and reinstalled fan and light

Repaired leak in Sunset Laundry Room ceiling

C69 rescreened bedroom screen

W6 repaired 2 windows

S30 & W37 installed new kitchen faucet

C55 installed water mixer on hot water heater

C55 installed new flapper

S2 snaked kitchen sink and main sewer line for building "A"

W43 installed new shower head

S31 adjusted diverter in shower

W6 installed new outlet in living room

S3 & W42 installed new toilet seat

S3 repaired roof and vent over stove

S5 snaked toilet, cleaned up water, sanitized the floor and installed a new toilet

S34 snaked toilet

S17 repaired diverter

S1 cleaned gutter

W8 installed 2 shelves in closet and adjustable brackets

W26 reset GFI

W28 snaked drain for W27 & W28

S14 installed new strainer basket and trap

C65 adjusted striker plate & repaired door handle and lock on back door

Woodmoor cleaned and cleared branches, leaves, dirt and debris from storm drain and pavement leading to both sides of the fence.

S8 installed new drip pans

S4 install new fill valve

In Dec we passed out holiday cards with a candy cane and a container of butter cookies to each resident for the holidays.

I sent out letters in January to applicants on the waiting list to purge the waiting list. I am working on finishing up the purging of the waiting list

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

**Seconded by: L. Bisson**

**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: L. Bisson**

**Seconded by: D. Tino**

**All in Favor 5 to 0**

**Start: 11:38 am**

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

**Seconded by: C. Adams**

**All in Favor 5 to 0**

**End: 11:56 am**

**A motion was made to accept Bear Landscaping \$19,000 Landscaping bid for 2024 by: L. Bisson**

**Seconded by: C. Adams**

**All in Favor 5 to 0**

**Motion Passes**

#### **VIII. ADJOURNMENT**

**A motion was made by: L. Bisson** to adjourn the meeting at 11:58 am.

**Seconded by:** C. Adams

**All in Favor 5 to 0**

**Motion Passes, meeting adjourned at 11:58 am.**

Respectfully submitted,

*Linda A DeZenzo*

Recording Secretary