

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

September 21, 2022

SUNSET COMMUNITY ROOM

1:00 pm

MINUTES

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

ABSENT: None

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary, John Marinelli, Maintenance Manager

VISITORS: Rosemary Morante, Town Council Liaison

I. ROLL CALL

There was a quorum. David Mazurek chaired the meeting.

II. MINUTES

A motion was made by: L. Bisson to approve the special meeting minutes from June 22, 2022.

Seconded by: D. Tino

All in Favor 4 to 0, 1 abstains (D. Mazurek) Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None

IV. FINANCIAL REPORT

Linda went over the June, July Financial Report with the board.

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

Seconded by: D. Tino

All in Favor 5 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C59,C60,C73,W9,W12,W13,W22,W25,W29,W30 & W32

RENT COLLECTIONS

95% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- Woodmoor Building K snaked apts 1-4 and main sewer line
- Woodmoor apts 21-24 backed up used high velocity jet
- Woodmoor Building Q apts 25 – 28 snaked main sewer line
- W18 & W38 snaked kitchen sink
- Centerview Building I snaked main sewer line from laundry room
- S21 snaked bathroom shower

Fontaine Mechanical

- S13,S18,C66,C78,W45 & W46 cleaned heat pumps
- S25 installed new heat pump

Holcomb Tree

- Cut back trees and removed dead tree limbs around property

Impact Fire

- S18 replace strobe from flood
- Checked fire boxes and sealed them

Bristol Pest Control

- Quarterly Extermination
- W17 & W33 Service call bugs

Wright Way Construction

- Helped John around the property
- S26 repaired ceiling

Bill The Plumber

- W6 & W19 installed new faucets
- C74 installed new compression valve
- S26 replace fernco
- S12 replace tower ring
- S27 replace flange
- S18 supply lines bathroom

John & Jayson

- S16 & S20 installed new blinds
- S1 installed new screen
- W17 removed storm door handle lock
- W11 & W36 removed bees nest
- S41 installed new hardware on closet door and rehung doors
- S34 installed new outside faucet
- C78 repaired kitchen counter top
- S32 installed new flapper
- W43 adjusted solar light by apt
- S41 & C57 repaired door jamb
- C57 installed new night light fixture
- S21 repaired storm door and sill
- W20 installed 2 solar lights in the grass by the corner of the apt
- W41 snaked kitchen sink and main line for apt 39 – 42
- W21 & W7 installed solar lights outside of apts
- S12 rebuilt toilet tank
- S34 installed new storm door handle
- W24 snaked toilet and main sewer line
- S30, S41 & C51 cleaned a/c filters
- W15 cleaned heat pump
- W36 rehung heater in living room
- C61 & C57 cleaned gutters
- W6 & W12 reset remotes
- S2 installed new fill valve
- S37 repaired toilet

John & Jayson (continued)

- S1 & C57 installed new batteries and reset remotes
- W39 cleaned bathroom vent fan
- W20 plunged and snaked toilet
- C55 installed 2 new filters and cleaned 2 filters
- W27 cleaned a/c lines
- S5 installed new window
- S13 installed hinged grab bar in bathroom
- S29, W34, S21 & W38 snaked toilet
- W45 repaired door
- S41 & C68 installed new light fixture
- Installed new flag at Sunset
- W21 adjusted and oiled lazy susan
- C74 repaired front storm door and back door weather stripping
- W38 snaked kitchen sink drain
- S41, S10, C55, W33 & C75 installed new refrigerator
- C75 installed 2 new window operators
- C75 repaired shower plate
- S35 turned water on for outside faucet
- S30 cleaned heat pump line
- C65 snaked kitchen sink and main line for Centerview Building I
- S20, S29 & W34 sprayed for spiders
- C65 installed new front and back door storm door handles
- C65 repaired back storm door frame
- W24 repaired door by moving striker plate
- W33 installed new toilet
- S1 adjusted window locks
- S10 & S41 installed new stove
- S8 installed new filter for kitchen vent fan
- W41 installed grab bar in bathroom
- W41 installed 2 hooks in bathroom
- C72 reset both remotes and put circuit breaker back on
- C68 installed new shower head
- C55 snaked kitchen sink and snaked main sewer line Centerview Building J
- W39 sprayed for ants

- We had our waiting list opened from June 7 – 9 2022. We closed our waiting list June 16, 2022.

- AARP did the lottery for our waiting list and now we have 228 applicants on our current waiting list.

- On Monday June 13th we had the Conservation Commission here at the Plainville Housing Authority to thank them for donating the Four O' Clock flowers to the Housing Authority.

- On June 6th we had a backup at Woodmoor in apts 21-24. We contacted Medina Sewer, AIR and the Insurance Company.
- On Tues., July 19th we had an Ice Cream Social and Bingo for the residents. It was enjoyed by all that attended.
- We installed the Slow Down Handicapped or Hearing Impaired Residents May Be In The Roadway signs.
- I just completed our 2021 audit by HFM LLC.
- I just completed our 2021 Worker's Compensation Audit.
- On Mon Aug 1st and Tues., Aug 2nd we passed out the Farmer's Market Coupons to the eligible residents. This year the coupon booklet was \$24 and they also received a cookbook.
- Jennifer is starting Energy Assistance for our residents. We will be sending all the information into HRA in New Britain.

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

David Mazurek talked about multiple fire calls at an apartment. Linda explained the situation to the board.

VII. NEW BUSINESS

A motion to go into Executive Session by: C. Adams

Seconded by: L. Bisson

All in Favor 5 to 0

Start: 1:43 pm

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

Seconded by: D. Tino

All in Favor 5 to 0

End: 2:59 pm

VIII. ADJOURNMENT

A motion was made by: D. Tino to adjourn the meeting at 3:00 pm.

Seconded by: L. Bisson

All in Favor 5 to 0

Motion Passes, meeting adjourned at 3:00 pm

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary