

PLAINVILLE HOUSING AUTHORITY

REGULAR MEETING

November 19, 2019

SUNSET COMMUNITY ROOM

5:30 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddan, D.Tino, D. Coughlin

ABSENT: E. Pires

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

I. ROLL CALL

E. Pires had an excused absence.

II. MINUTES

A motion was made by: D. Coughlin to approve the regular meeting minutes from October 15, 2019.

Seconded by: R. Sheddan

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 report.

A motion was made by: R. Sheddan to accept the Financial Report.

Seconded by: D. Coughlin

All in Favor 4 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C57,C69,S15,S31,S36,W29 & W30

RENT COLLECTIONS

100% COLLECTED

MAINTENANCE ISSUES

Medina Sewer & Drain

- Woodmoor Building Q snaked main line

Wayne Sharp plumbing

- W24 replaced cartridge in shower valve
- C64 replace flange and reseal toilet

Wright Way Construction

- C57 paint apt
- C69 paint apt

Bristol Pest Control

- C77 Exterminate for fruit flies

John

- C67 repaired storm door and window
- S5 repaired bathroom faucet and sink stopper
- C73 & C79 repaired closet door and installed new hardware
- S21 repaired kitchen fan cover from roof
- W13 installed new GFI in kitchen
- W10 moved resident's stove
- C58 installed storm door windows on both storm doors
- W28 snaked kitchen sink and main line
- W20 Cleaned a/c cleaned wall and carpet installed scent in a/c filters
- W5 repaired 2 closet door tracks installed new hardware on both doors
- S39 & W36 installed new batteries in remote and reset remote
- S26 installed new batteries in remote
- W24 snaked toilet
- W42 installed new flapper
- C64 installed new shade
- S24 installed new grab bar
- W17 trapped and relocated squirrels by apt
- C73 installed new shower head and holder

- On Tuesday October 22nd TEC Control was here for our semi-annual fire alarm inspection.

- On Tuesday October 29th we had our Halloween Party with Pizza and Bingo for our residents. It was enjoyed by all.

- Debra Olson our Asset Manager from CHFA approved our Management Plan for January 2020.

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

Seconded by: R. Sheddan

All in Favor 4 to 0

Motion Passes

VI. UNFINISHED BUSINESS

- A. Dec 12th will be the 1st grant meeting with the consultant, Lisa Metayer and Town Staff.

VII. NEW BUSINESS

A. Executive Session –

A motion was made by: R. Sheddan to go into Executive Session at 5:49 pm.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes

Start: 5:49 pm

A motion was made by: D. Coughlin to come out of Executive Session 6:16 pm.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes

End: 6:16 pm

D. Tino had to leave during Executive Session.

B. NEW CPA

Linda hired Mike Audi as the new CPA for the Housing Authority starting in January 2020.

A motion was made by: R. Sheddan to accept Mike Audi as the CPA for the Plainville Housing Authority.

Seconded by: D. Coughlin

All in Favor 3 to 0

Motion Passes

C. DECEMBER BOARD MEETING

The Board Meeting for December will be a special meeting on Thursday, December 19th at 12:30 pm.

VIII. ADJOURNMENT

A motion was made by: R. Sheddan to adjourn the meeting at 6:18 pm.

Seconded by: D. Coughlin

All in Favor 3 to 0

Motion Passes, meeting adjourned at 6:18 pm

Respectfully submitted,

Jennifer Dahlstrom

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Recording Secretary