

**PLAINVILLE HOUSING AUTHORITY**

**SPECIAL MEETING**

**June 15, 2021**

**SUNSET COMMUNITY ROOM**

**1:00 pm**

**MINUTES**

**PRESENT:** D.Mazurek, R. Sheddin, L. Bisson, E. Pires, D.Tino

**ABSENT:** None

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

**I. ROLL CALL**

All members were present.

**II. MINUTES**

**A motion was made by:** D. Tino to approve the special meeting minutes from April 20, 2021.

**Seconded by:** D. Mazurek

**All in Favor 5 to 0**

**Motion Passes, Minutes Accepted**

**III. ORAL PETITIONS**

None, no one was present.

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

Linda went over the April and May reports 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**

C77,S1,S13,S33,W6,W18,W21,W26,W29,W30,W31, W32, W44 & W50

##### **RENT COLLECTIONS**

- 95% COLLECTED

##### **MAINTENANCE ISSUES**

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

- Woodmoor Building K snaked entire building
- Woodmoor Building Q snaked main line
- W1 snaked kitchen sink and bath tub lines

##### **Fontaine Mechanical**

- C61 & C65 cleaned coils on heat pumps

##### **TEC Control**

- Semi- Annual Fire Alarm Inspection
- Did test old device wiring

##### **Susco Building Group**

- S19 repair threshold and weatherproofing in apt

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

- Quarterly Service

##### **All Star Electric**

- Install new generator at Sunset Community Room

### **John & Jayson**

- W41 snaked kitchen drain, bath drain and main line
- W10 & W12 installed new thermostat
- C56 snaked toilet
- C55 repaired shut off valve adjusted thermostat
- C55 installed new flapper
- C71 reset remotes
- C54 & W12 installed new stove
- Woodmoor Laundry Room repaired hose and outlet
- S13 caulked kitchen counter
- S13 repaired wall touchup paint
- S13 inside medicine cabinet painted white
- S13 left stopper and strainer in apt
- W39 cleaned filters in heat pump
- C54 tightened toilet to the floor
- C54 installed new toilet paper holder
- C54 repaired 4 doors and installed new hardware and tracks and reinstalled doors
- W36 repaired vanity door and installed new hinges
- C66 reset circuit breaker and installed new bulb in bathroom
- C55, S12& W41 installed new hot water heater
- S4 snaked toilet and main line of the building
- S21 Snaked toilet
- S25 resident locked out of apt – lock out
- W9 crosswalk has big hole filled hole with cold patch and put up cones
- S4 cleaned heat pump filters
- C71 rehung siding & flashing on building
- W13 snaked shower drain
- C65 changed glass and screen on storm door
- S17 installed new closet door
- W11 removed window casing and reinstalled window
- S16 installed new ballast and bulb in hallway
- S16 needs to put screens on top of storm doors
- C80 installed new blind
- W45 installed new hardware and reinstalled closet doors
  
- On Wednesday, April 7<sup>th</sup> I attended a zoom seminar on Fair Housing by CONN – NAHRO.
  
- On Thurs., June 8<sup>th</sup> we had our annual fire hydrant inspections.
  
- On Fri., April 9<sup>th</sup> Fri May 14<sup>th</sup> & Fri June 11<sup>th</sup> we passed out boxes of food to the residents that were donated by David Allen. June was our last donation of this grant.
  
- On Wed., April we had our Semi- Annual Fire Alarm Inspection

- On Tues., April 13<sup>th</sup>, Thurs April 22<sup>nd</sup>, Thurs May 6<sup>th</sup> & Thurs May 20<sup>th</sup> we had our small cities grant meetings.
- On Thurs., May 27<sup>th</sup> Tech Solar was here to do PM on our solar panels
- The next program that Jennifer will be dropping off the paper work for the Renter's Rebate program to town hall on Thurs., June 17<sup>th</sup>.
- I am staring to gather the paper work for our annual audit for the auditors.

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

**Seconded by: R. Sheddan**

**All in Favor 5 to 0**

**Motion Passes, Report Accepted**

#### **VI. UNFINISHED BUSINESS**

Linda talked about the updates with the small cities grant construction in Woodmoor and Centerview. There are delays with receiving items for the construction as well as delays with the contractor. Discussion followed.

#### **VII. NEW BUSINESS**

**A motion to go into Executive Session by: D. Mazurek**

**Seconded by: R. Sheddan**

**All in Favor 5 to 0**

**Start: 1:27 pm**

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

**Seconded by: D. Tino**

**All in Favor 5 to 0**

**End: 2:32 pm**

**A motion was made by:** D. Mazurek to pay for Linda DeZenzo's health insurance starting September 1, 2021 for the cost of \$1,941.00 per month, through June 30, 2022.

**Seconded by:** R. Sheddan

**All in Favor 5 to 0**

**Motion Passes**

#### **VIII. ADJOURNMENT**

**A motion was made by:** D. Tino to adjourn the meeting at 2:34 pm.

**Seconded by:** L. Bisson

**All in Favor 5 to 0**

**Motion Passes, meeting adjourned at 2:34 pm**

**Please note that there will be no meetings in July and August. The next meeting will be Tuesday, September 21, 2021.**

Respectfully submitted,

*Jennifer Dahlstrom*

Recording Secretary