

**PLAINVILLE HOUSING AUTHORITY**

**SPECIAL MEETING**

**SEPTEMBER 20, 2023**

**SUNSET COMMUNITY ROOM**

**11:00 AM**

**MINUTES**

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

**ABSENT:** None

**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 June 21, 2023 as written.

**Seconded by:** D. Tino

**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 June, July and August Financial Reports with the board.

**A motion was made to approve the Financial Report by:** E. Pires

**Seconded by:** C. Adams

**All in Favor 5 to 0**

**Motion Passes, Report Accepted**

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

##### **VACANCIES**

- C58, S17, W8, W25 & W38

##### **RENT COLLECTIONS**

- 95% COLLECTED

##### **MAINTENANCE ISSUES**

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

- W47 – W50 snaked main sewer line for entire building
- W39 snaked main sewer line for entire building
- Sunset Building “A” snaked main sewer line for entire building

##### **Wayne Sharp Plumbing**

- W23 reset toilet

##### **Holcomb Tree**

- cut trees around property

##### **Advanced power Fuels**

- Preventative Maintenance Generators

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

- C71 exterminate meal moths
- S29 exterminate spiders
- C51 exterminate for beetles

### **Bill the Plumber**

- C57 & S16 toilet repairs
- S4 hose bib repair
- W49 shut off supply
- W21 install new hot water heater
- W42 replace pipe shut off

### **Impact Fire**

- S31 install new smoke detector
- C75 trouble shoot smoke detector
- Fire panel troubleshoot

### **Fontaine Mechanical**

- C76, W12, W15, W17, W23, W29 & W39 cleaned heat pumps
- W33 repair blade
- W49 add refrigerant
- S15, S31 & W20 troubleshoot
- C61 service call
- S38 charged system
- S20 cleaned air filters

### **John & Jayson**

- S1 repaired toilet flange, installed new bolts, rebuilt toilet tank
- S1 pick up mess in shower and floor from backup in main sewer line
- W41 installed new shut off valve
- S23 installed new large burner on stove
- W21 & W46 turned up temp on hot water heater
- C68, W21 & W41 installed new stove
- S2, S11 & W21 installed new hot water heater
- S10 & W50 resident locked out of apt opened storm door
- W21 installed new circuit breaker
- W15 & W27 cleaned a/c
- W45 repaired window
- S2 snaked toilet and main sewer line to building "A" Sunset
- W34 repaired storm door
- C55 installed shade
- C55 installed new outlet
- W11 installed new blinds
- W13 checked heat pump
- W21 reset outlet in bathroom
- W47 gave strainer basket
- W22 installed new outside light fixture
- C55, W2 & W25 reset both remotes
- S27 rescreened back storm door
- C66 & S25 installed 4 new drip pans
- W46 snaked kitchen sink drain

- S15 showed resident how to use remote for a/c
- C60 put additional pole in closet
- C65 installed new plumbing from sink to wall
- C51 sprayed for bugs
- W14 cleaned shower
- W45 tightened faucet
- W20 gave resident humidity bags
- S10, S31 & W48 installed new clothesline
- C66 installed new towel bar in bathroom
- C66 installed new shower head hose
- C64 installed new kitchen faucet
- S18 & W10 installed new refrigerator
- C55 cleaned a/c installed new filters
- C68 repaired door lock, adjusted striker plate
- W1 rebuilt toilet tank
- W48 adjusted striker plate
- W47 installed new kitchen light fixture
- W46 installed new shower head and hose
- S3 & W44 checked heat pump and reset remote
- S29 snaked toilet
- W41 snaked kitchen and bath drains and snaked main sewer line for Building "U"
- C71 rekeyed apt
- S11 snaked shower and main sewer line for Building "C"
- W12 repaired diverter and reassembled shower handle
- W36 reset GFCI in kitchen
- C76 sprayed for poison ivy by front door
- S19 installed water bug
- S30 cleaned heat pump
- C60 removed burners dried stove replaced drip pans, stove works as it should at this time
- W25 installed new front door handle and lockset
- S11 adjusted door closure
- S19 installed new aerator on kitchen faucet
- S19 repaired 2 kitchen cabinet doors
- S10 shimmed storm door frame and installed new storm door closure
- S30 snaked kitchen and bath drains, snaked main sewer line for Building "F"
- C64 shimmed storm door frame and moved striker plate
- S20 installed new plumbing from sink to wall
- C55 no water found John checked outlet and box all dry no water was found
- S1 installed new shut off valve
- S30 installed new shower head
- S30 cleaned kitchen and bath vent fans, installed new filter in kitchen vent fan
- W29 installed new ceiling fan
- C60 replumbed bathroom vanity
- C60 repaired storm door adjusted striker plate, adjusted door frame
- S30 repaired window lock and oiled windows

- On Tues., June 6<sup>th</sup> I attended a seminar sponsored by CHFA. It was a round table discussion.
- On Tues., June 13<sup>th</sup> I attended a seminar on Fair Housing.
- On Thurs., June 15<sup>th</sup> the Girl Scouts passed out “goodie bags” to all of our residents.
- On Thurs., Aug 10<sup>th</sup> we had an Ice Cream Social & Bingo for the residents. It was enjoyed by all.
- On Thurs., Aug 17<sup>th</sup> I attended a seminar from Housing Authority Insurance on bedbugs.
- On Mon., Aug 28<sup>th</sup> & Tues., Aug 29<sup>th</sup> Jenn & I handed out the Farmers Market Cards to eligible residents.
- Our next program that Jennifer is working on for the residents is energy assistance.

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

**Seconded by:** D. Tino

**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:** D. Tino

**Seconded by:** L. Bisson

**All in Favor 5 to 0**

**Start:** 11:22 am

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

**Seconded by:** C. Adams

**All in Favor 5 to 0**

**End:** 12:16 pm

Linda made an appointment at Bank of America to add D. Tino, L. Bisson and C. Adams as check signers on the Plainville Housing Authority Account on September 26, 2023 at 2:00 pm.

**VIII. ADJOURNMENT**

**A motion was made by:** D. Tino to adjourn the meeting at 12:17 pm.

**Seconded by:** D. Tino

**All in Favor 5 to 0**

**Motion Passes, meeting adjourned at 12:17 pm**

Respectfully submitted,

*Jennifer Dahlstrom*

Recording Secretary