

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

March 17, 2020

SUNSET COMMUNITY ROOM

2:00 pm

MINUTES

PRESENT: D.Mazurek, R. Sheddan, E. Pires

VISITORS: David Underwood, Town Council Liaison

ABSENT: D.Tino

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

I. ROLL CALL

D. Tino had an excused absence.

II. MINUTES

A motion was made by: E. Pires to approve the regular meeting minutes from
The Regular Meeting February 18, 2020.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. FINANCIAL REPORT

A motion was made to table the Financial Report for February by: E. Pires

Seconded by: R. Shedd

All in Favor 3 to 0

Motion Passes, Report Tabled

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

S4, C79, W29, W30, W37, W38 & W44

RENT COLLECTIONS

100% COLLECTED

MAINTENANCE ISSUES

Wright Way Construction

- Helped John around the property.

Michael Sloane Remodeling

- S4 & W20 paint

Medina Sewer and Drain

- C56 snaked toilet

JR Heating & Cooling

- C67 installed new blower fan
- S18 repair blade
- W17 cleaned coils

Wayne Sharp Plumbing

- C79 & W21 replace wax seal
- S36, W9 & W32 install new kitchen faucet
- W46 replacing piping and shut off valve
- C79 replace fill valve, supply tube and seal
- S2 replace supply tube on faucet
- S31 replace kitchen sink basket strainer & trap
- S19 cut off old flange install new flange and replace valve on toilet

Servpro

- C51 cleanup from flood

TEC Control

- Installed new cpu & power supply
- Trouble shoot ground fault and replace 2 surge protectors at Center view

Advanced Power Services

- Preventative Maintenance of Generators

John & Jayson

- W15 reset circuit breaker
- S15 installed range hood
- C58 & W5 snaked toilet
- C71 & C80 installed new door closure
- S2 installed new blind
- S18 outlet found to be switched controlled
- W11 installed new refrigerator
- S5 checked heat and heat was ok
- W19 installed new fan
- C56 snaked toilet and main line
- W19 snaked kitchen and bathroom sinks
- S19 caulked shower
- S19 cleaned cove base behind toilet and floor
- C66 adjusted striker plate and weather stripping and repaired door handle
- W2 installed new faucet

- On Wed., Feb 5th we did our semi- annual testing of the fire alarm panel.
- On Fri., Feb 7th I went to a seminar on Sexual Harassment Training.
- On Thurs., Feb 27th they opened our bids for our small cities grant at Town Hall and their where two bids and both were too high so we have to rebid the small cities grant.

- We received a property damage claim from the Housing Authority Insurance Group from the broken supply line from C51 for \$2748.85
- Due to the Corona virus outbreak we will be closing the office to the residents and public until further notice.
- We will not have Food Share on March 23, Linda will reevaluate and make a decision about April Food Share dates.
- The Board requests that John wear gloves in apartments if he needs to go in. He should only do emergency work orders until further notice.

A motion was made by: R. Sheddan to approve the Executive Director and Maintenance Report.

Seconded by: E. Pires

All in Favor 3 to 0

Motion Passes

VI. UNFINISHED BUSINESS

- Housing – The bids were opened at the Town Hall. They were too high. The project will be rebid in a month or two.
- CHFA Development Protocol – Linda explained that she received it and asked the board what she should do rehab or to apply to build. The board agrees rehab is the way to go for now.

VII. NEW BUSINESS

Executive Session –

A motion was made by: R. Sheddan to go into Executive Session at 2:26 pm.

Seconded by: E. Pires

All in Favor 3 to 0

Motion Passes

Start: 2:26 pm

A motion was made by: E. Pires to come out of Executive Session 3:02 pm.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes

End: 3:02 pm

A motion was made by: E. Pires to approve paying for Linda's Cobra Insurance and John will accept a cash value instead of Insurance.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes

A motion was made by: R. Sheddan to accept Bear Landscaping's bid for landscaping for 2020 in the amount of \$15,000.

Seconded by: E. Pires

All in Favor 3 to 0

Motion Passes

VIII. ADJOURNMENT

A motion was made by: E. Pires to adjourn the meeting at 3:05 pm.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes, meeting adjourned at 3:05 pm

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary