

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

September 17, 2020

SUNSET COMMUNITY ROOM

11:00 am

MINUTES

PRESENT: D.Mazurek, R. Sheddan, L. Bisson

ABSENT: E. Pires, D.Tino

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

I. ROLL CALL

D. Tino and E. Pires were absent. They had excused absences. David welcomed Leona Bisson to the Board.

II. MINUTES

A motion was made by: R. Sheddan to approve the special meeting minutes from June 16, 2020.

Seconded by: L.Bisson

All in Favor 3 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. 2nd QUARTER FINANCIAL REPORT

A motion was made to approve the 2nd^t Quarter Financial Report by: R.

Sheddan

Seconded by: L. Bisson

All in Favor 3 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

- S21, C54, W26, W29, W30 & W44

RENT COLLECTIONS

100% COLLECTED

MAINTENANCE ISSUES

Wright Way Construction

- W37 install counter top
- S20 install windows
- Help John around property
- W38 repair cabinet & repaint wall
- W36 install new closet doors
- C51 help John with Hot water heater
- C60 remove and replace entrance door

Bristol Pest Control

- Quarterly Service
- S13, C75, W3 & W37 Exterminate for Beetles

Medina Sewer & Drain

- S20, W15 & W37 snaked kitchen sink drain line
- Building U at Woodmoor snaked main line
- Building S at Woodmoor snaked main line
- Woodmoor Community Room & W37 & W38 snaked line

Fontaine Mechanical

- C55, S11 & W1 repair heat pump

Wayne Sharp Plumbing

- C71 replace shower cartridge and handle
- C69 repaired problem with hot water heater
- W18 replaced fill valve and supply tube on toilet
- S41 & W14 installed new hot water heater
- C63 & C73 replace wax ring
- W11 replace shower cartridge valve
- W45 rebuild tub and shower valve
- S33 install new faucet
- S20 replace pop up drain assembly
- C75 rebuilt toilet
- W36 service call for toilet leak

Advanced Power Services

- Preventative Maintenance for Generators
- Repair belt on generator
- Correct battery charger on generator

John & Jayson

- W3, W12, W34 & W49 rescreened window screen
- W33 adjusted both storm doors tightened screens and repaired door closures
- C51, C55, C58, C73, W33 & W36 installed new batteries in remotes and reset remotes
- C76 installed 2 new blinds
- C55 installed new wax ring
- S31 adjusted door closure and replaced bracket for door closure
- S15, C72, W3, W8, W21 & W27 installed new stove
- C60, W45 snaked toilet and installed new flapper
- W17 snaked bath and main line
- S33, C66 & W38 cleaned a/c filters
- S35 installed new under cabinet light
- S29 installed new light switch on ceiling fan
- S1, C80 installed new storm door handle
- W11 installed new kitchen faucet
- W17 installed new larger burner and 4 new drip pans
- C72 installed new flapper and fill valve
- W1, W5 & W39 installed new diverter and shower hose
- S20 & W38 snaked sink and main line
- S9 installed outside faucet
- S2, S17 & W3 sprayed for ants

- S7 removed bee's nest from gazebo
- S1 replaced fake drawer front under sink on cabinet
- S1 installed new aerator, installed new quick discount on faucet for washer
- S19 & W50 installed 2 new shades
- W27 cleaned leaking a/c inside and outside vacuumed lines
- S7 moved dryer reinstalled vent hose installed clamps
- C63 tightened bolts for toilet to floor
- W48 gave new remote and installed new batteries
- S7 removed sign installed new poles painted back of sign dug new holes cemented sign back in
- C65 & C66 cleaned gutters, grass and sidewalk
- C66 snaked kitchen sink and snaked main line in building I
- C63 rescreened front door screen
- C63 screwed vanity to wall and caulked sink
- S33 & C75 installed new bathroom faucet
- C74 & W32 snaked bathroom sink and main line
- W12 & W32 installed new shower head
- W20 repaired wire on stove and installed new large burner on stove
- C75 removed bee's nest by front and back door
- W34 repaired flange installed new bolts and wax ring on toilet
- W5 repaired window track and reinstall window
- W5 repaired pull chord and switch
- C51 installed new hardware and rehung closet doors
- C51 installed new drawer glides on kitchen drawer
- S15 cleaned a/c filters and installed new filter in kitchen vent fan
- C61& W45 installed new large burner
- C69, C71, W3 & W13 installed new toilet seat
- C60 rebuilt toilet tank
- C56 installed new storm door closure
- S36 & W10 cleaned a/c filters
- C71 rehung corner cabinet and reinstalled shelves
- W2 installed new burners and drip pans
- S6 installed new closet door in living room
- S6 installed kitchen cabinet
- S17, C69 & C76 installed new shade
- W38 installed strainer basket and plumbing from wall to sink
- S8, S30 & W37 cleaned a/c units inside and outside
- S40 installed new "P" trap and new clamps
- C61 installed new track hardware, repaired doors and reinstalled doors
- C52 cleaned a/c filters and installed new batteries in both remotes
- S31 caulked shower
- C64 installed new handle on toilet
- C66 put acid down tub to unclog drain
- W28 installed new bath tub stopper
- S12 cut weeds and sprayed poison ivy
- S14 installed a hand held shower
- W28 adjusted striker plate and sanded door

- W28 touch up side of range hood
- W34 installed new refrigerator
- S4 installed new shut off valves for bathroom sink
- S4 installed new lower toilet
- W36 installed new closet doors
- S25 removed dead bird by apt door
- S33 installed 2 new grab bars
- C80 removed tree and roots outside by apt
- S30 installed new weather stripping around front door

- We have been doing daily well checks on all of our residents and we do not have anyone at the Housing Authority with Covid19.

- We passed out the Farmer's Market Coupons to our residents

- We completed the Renter's Rebate Program for our residents.

- On Fri July 10th we had a conference call with CHFA & HUD on the Engagement Grant. It was our first call to get some general information to see what needs are at the Housing Authority for this grant.

- On Tues Aug 11th John & I gave a tour of the Housing Authority to our new Fire Marshall Ron Dievert

- On Mon Aug 31st we had our pre- bid walk through for the small cities grant with 13 contractors showing up for the walk through. The bids will be opened on Wed., Sept 30th at 2:00 pm at Town Hall.

- We completed our 2019 year-end audit from Hoyt, Filippetti & Malaghan.

- I finished purchasing the items for the Basic Needs Pantry now will set up the pantry to distribute the items to the residents.

- We are working on the Energy Assistance Program for the Residents through HRA.

- On Aug 4, 2020 we had Tropical Storm Isaias that did a tremendous amount of damage and storm clean up to the Housing Authority. I submitted all the necessary paperwork to the insurance company and waiting to see when we can apply for FEMA.

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

Seconded by: L.Bisson

All in Favor 3 to 0

Motion Passes, Report Accepted

VI. UNFINISHED BUSINESS

Nothing to report

VII. NEW BUSINESS

Executive Session –

A motion was made by: R. Sheddan to go into Executive Session at 11:24 am.

Seconded by: L. Bisson

All in Favor 3 to 0

Motion Passes

Start: 11:24 am

A motion was made by: L. Bisson to come out of Executive Session at 11:29 am.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes

End: 11:29 am

VIII. ADJOURNMENT

A motion was made by: L. Bisson to adjourn the meeting at 11:30 am.

Seconded by: R. Sheddan

All in Favor 3 to 0

Motion Passes, meeting adjourned at 11:30am

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary